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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
January 3, 2006

10:00 a.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

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The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
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H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 3, 2006
10:00 a.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of December 19, 2005

Recommendation: Approve.

Regular Meeting of December 19, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0735-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4065-05/06	Airport Commission	$300,000	Will provide executive recruitment services to hire senior managers and other employees with specialized operational, safety and security, aviation planning and financial backgrounds.	Regular	12/31/08
4066-05/06	Public Utilities Commission	$600,000	Will provide special reference laboratory analyses of drinking water samples for microbiological waterborne pathogens (bacteria, parasites, and viruses); direct analytical support for 24/7 Emergency Response Program.	Regular	12/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Bernard Sandoval of the denial of his battery pay request. (File No. 0493-05-3) – Action Item

December 5, 2005: Postpone to the meeting of January 3, 2006.

Recommendation: Deny the appeal by Bernard Sandoval; Sustain the Municipal Transportation Agency's denial of battery pay.

(7) Request for appointment of Trustees to the Transport Workers San Francisco Municipal Railway Trust Fund. (File No. 0736-05-1) – Discussion and Possible Action.

Recommendation: Open for discussion.

(8) Appeal by IFPTE Local 21 of the decision of the Human Resources Director on the classification action to include 79 MEA-represented positions in the Management Classification and Compensation Plan (MCCP). (File No. 0206-05-2) – Action Item

Recommendation: Uphold the decision of the Human Resources Director. Deny the appeal by IFPTE Local 21 to rescind the classification actions for 79-MEA-Represented positions.

(9) Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures. (File No. 0581-05-5) – Discussion and Possible Action Item

October 3, 2005:	Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.
October 14, 2005:	Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.
October 17, 2005:	Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.
December 5, 2005:	The Commission voted not to disclose any or all discussions held in closed session.
December 19, 2005:	No action taken.
Recommendation:	Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(11) **Report of FY 2006-07 Budget Instructions and Departmental Budget Preparation. (File No. 0737-05-1)**

Recommendation: Accept report. Direct Commission staff to prepare Fiscal Year 2006-07 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 17, 2006, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
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January 3, 2006
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Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of December 19, 2005

Recommendation: Approve.

Regular Meeting of December 19, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

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(5) Review of request for approval of proposed personal services contracts. (File No. 0735-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4065-05/06	Airport Commission	$300,000	Will provide executive recruitment services to hire senior managers and other employees with specialized operational, safety and security, aviation planning and financial backgrounds.	Regular	12/31/08
4066-05/06	Public Utilities Commission	$600,000	Will provide special reference laboratory analyses of drinking water samples for microbiological waterborne pathogens (bacteria, parasites, and viruses); direct analytical support for 24/7 Emergency Response Program.	Regular	12/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0685-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-05/06	Public Works	$450,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which includes recruiting San Francisco high school students to participate in the program,.	Regular	03/01/09

December 5, 2005: Postpone to the meeting of January 3, 2006.

Recommendation: Postpone to the meeting of January 17, 2006 at the request of staff.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Bernard Sandoval of the denial of his battery pay request. (File No. 0493-05-3) – Action Item

December 5, 2005: Postpone to the meeting of January 3, 2006.

Recommendation: Deny the appeal by Bernard Sandoval; Sustain the Municipal Transportation Agency's denial of battery pay.

(8) Request for appointment of Trustees to the Transport Workers San Francisco Municipal Railway Trust Fund. (File No. 0736-05-1) – Discussion and Possible Action.

Recommendation: Open for discussion.

(9) Appeal by IFPTE Local 21 of the decision of the Human Resources Director on the classification action to include 79 MEA-represented positions in the Management Classification and Compensation Plan (MCCP). (File No. 0206-05-2) – Action Item

Recommendation: Uphold the decision of the Human Resources Director. Deny the appeal by IFPTE Local 21 to rescind the classification actions for 79-MEA-Represented positions.

(10) Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures. (File No. 0581-05-5) – Discussion and Possible Action Item

October 3, 2005: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.

October 14, 2005: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.

October 17, 2005: Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.

December 5, 2005: The Commission voted not to disclose any or all discussions held in closed session.

December 19, 2005: No action taken.

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(11) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(12) Report of FY 2006-07 Budget Instructions and Departmental Budget Preparation. (File No. 0737-05-1)

Recommendation: Accept report. Direct Commission staff to prepare Fiscal Year 2006-07 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 17, 2006, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

Regular Meeting
January 3, 2006

10:00 a.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

10:02 a.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of December 19, 2005

Action: Approve. (Vote of 4 to 0)

Regular Meeting of December 19, 2005

Action: Approve. (Vote of 4 to 0)

0735-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4065-05/06	Airport Commission	$300,000	Will provide executive recruitment services to hire senior managers and other employees with specialized operational, safety and security, aviation planning and financial backgrounds.	Regular	12/31/08
4066-05/06	Public Utilities Commission	$600,000	Will provide special reference laboratory analyses of drinking water samples for microbiological waterborne pathogens (bacteria, parasites, and viruses); direct analytical support for 24/7 Emergency Response Program.	Regular	12/31/08

Speakers: John Marquez, Airport Commission spoke on PSC #4065-05/06.
Kofo Domingo and Adriana Gross, Public Utilities Commission spoke on PSC #4066-05/06.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0685-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-05/06	Public Works	$450,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which includes recruiting San Francisco high school students to participate in the program,.	Regular	03/01/09

December 5, 2005: Postpone to the meeting of January 3, 2006.

Speakers: None.

Action: Postpone to the meeting of January 17, 2006 at the request of staff. (Vote of 4 to 0)

0493-05-3 **Appeal by Bernard Sandoval of the denial of his battery pay request. (Item No. 7)**

December 5, 2005: Postpone to the meeting of January 3, 2006.

Speakers:
Jeffery Gary, Municipal Transportation Agency
Brendan Scanlan, Municipal Transportation Agency
Armando Palacio, Municipal Transportation Agency
Hector Godinez, Municipal Transportation Agency
Perry Poole, Municipal Transportation Agency
William Pond, Municipal Transportation Agency
Angela Whittaker, Representing Trini Whittaker
Aaron Davis, Appellant's Attorney
Bernard Sandoval, Appellant

Action: Deny the appeal by Bernard Sandoval; Sustain the Municipal Transportation Agency's denial of battery pay.
(Vote of 3 to 1; Commissioner Casper dissents.)

NOTES: **Commissioner Morgan Gorrono** stated that in his opinion, the appellant did not prove the intent to commit an act of criminal violence; He further reminded employees present that disputes regarding work place procedures should be brought to the appropriate supervisor or manager.

Commissioner Donald Casper stated that the Civil Service Commission Rules provide for sick leave with pay for bodily injury or illness received in the course of employment and caused by an act of criminal violence. The parameters therefore, are to be construed with reference to the criminal law. Under the criminal law, acts of criminal violence include battery, defined as any willful and unlawful use of force or violence upon the person of another. They also include assault, defined as an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another.
Assault is often described as an attempted battery. Though Section 420.14 of the Civil Service Commission Rules is entitled "Employees Injured by Battery," its substantive provisions thus extend to bodily injury or illness received even in the absence of a completed battery.

In this appeal, both the MTA and the appellant have focused on whether a battery was committed upon the appellant by a co-worker. Both are Class 9163 Transit Operators assigned to the Cable Car Division, but they work different cable cars. Witnesses to the incident also are Cable Car Division operators. The core facts were disputed. The appellant and one witness testified that the co-worker hit the appellants' arms with his fists. Two other witnesses testified that the appellant and the co-worker slapped each others' hands, or that the co-worker slapped the appellant's hand away. In determining that a battery had not occurred, the MTA applied the battery pay standards contained in its Workers' Compensation Procedures Manual. Those standards include a requirement of intent on the part of the perpetrator. The kind or level of the required intent is not spelled out in the handbook, however. MTA interprets it as an intent to inflict

harm. The MTA found no evidence that the appellant's co-worker intended to inflict harm on him, and so denied his battery pay claim. In this way, MTA correctly applied its standards.

However, in the criminal law, battery is a general, not a specific, intent offense. To be guilty of battery, the perpetrator need not have specifically intended that bodily illness or injury result from his or her striking the victim. The perpetrator need only have intended to perform the act of striking. Here, the co-worker's conduct toward the appellant could fall within the definition of assault set forth in the Penal Code. But it also could fall within the definition of battery. If he struck the appellant, he committed a battery, whether or not he intended to cause injury to the appellant.

There remains, of course, the factual issue of whether the co-worker struck the appellants' arms with his fists or slapped the appellant's hand out of the way, or whether there was mutual hand-slapping. Viewed strictly under the definition of battery contained in the Penal Code, even a slap can constitute a battery. I chose to view the facts in the light most favorable to the appellant and vote against the motion to deny his appeal for the purpose of underscoring the meaning of the battery pay provisions of the Civil Service Commission Rules. That meaning, which springs from the phrase "an act of criminal violence," is perhaps unintended, but it is there nonetheless.

I vote to sustain the appeal for the reason which I stated and for the purpose of encouraging re-examination of the text of our Battery Pay Rules.

0736-05-1 **Request for appointment of Trustees to the Transport Workers San Francisco Municipal Railway Trust Fund. (Item No. 8)**

Speakers: Geoffrey Piller, Attorney; Beeson, Tayer & Bodine; Council to the San Francisco Municipal Railway Trust Fund.

Action: Post the traditional nominees, Human Resources Director Philip Ginsburg, as Trustee and Deputy Controller Monique Zmuda as alternate to the Transport Workers San Francisco Municipal Railway Trust Fund for approval of appointments at the January 17, 2006 meeting. (Vote of 4 to 0)

0206-05-2 **Appeal by IFPTE Local 21 of the decision of the Human Resources Director on the classification action to include 79 MEA-represented positions in the Management Classification and Compensation Plan (MCCP). (Item No. 9)**

Speakers: Elizabeth Jacobi, Department of Human Resources
Michael Seville, IFPTE Local 21
David Novogrodsky, IFPTE Local 21
Robert Pritchard, Department of Human Resources
Ed Lieberman, Municipal Executives Association (MEA)
Vitus Leung, IFPTE Local 21

Action: Uphold the decision of the Human Resources Director. Deny the appeal by IFPTE Local 21 to rescind the classification actions for 79-MEA-Represented positions. (Vote of 4 to 0)

0581-05-5 **Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures. (Item No. 10)**

October 3, 2005: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.

October 14, 2005: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.

October 17, 2005: Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.

December 5, 2005: The Commission voted not to disclose any or all discussions held in closed session.

December 19, 2005: No action taken.

Speakers: Philip Ginsburg, Human Resources Director
Timothy West, SEIU Local 790

Action: Provide a progress report at the January 17, 2006 meeting; No action taken.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues.

No updates.

EXECUTIVE OFFICER'S REPORT

0737-05-1 **Report of FY 2006-07 Budget Instructions and Departmental Budget Preparation. (Item No. 12)**

Action: Accept report. Direct Commission staff to prepare Fiscal Year 2006-07 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 17, 2006, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Morgan R. Gorrono requested that proposed amendments to Civil Service Commission Rules regarding Battery/Assault Pay be calendared in the near future.

Commissioner Donald Casper relayed a citizen complaint regarding the City's response to a downed tree on San Pablo Avenue. Commissioner Casper stated that the general public lumps all aspects of City employment in a bucket and what they see as waste, they ascribe to the Merit System. Oftentimes, the failure to manage and allocate work properly once an employee has been hired and/or promoted is seen as a failure of the Merit System when, in fact, it's a failure of management.

ADJOURNMENT

1:12 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

F
65
14
1/17/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
January 17, 2006

10:00 a.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 17, 2006
10:00 a.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of January 3, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0010-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-05/06	Police	$90,000	Will perform hair sample analysis to determine drug usage and historical patterns of drug usage for Police Officer applicants, Police Reserve Officer applicants, Police Cadet applicants, and Police Service Aide applicants for the Police Department.	Regular	06/30/09
4068-05/06	Police	$70,000	Will provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings.	Regular	06/30/08
4069-05/06	Public Works	$450,000	Will enhance open space management services at Hallidie Plaza, including additional landscape gardening, janitorial and general maintenance services, and security beyond the baseline services currently provided by DPW & Police Departments.	Regular	01/31/09
4070-05/06	City Planning	$250,000	Will propose a series of land use and transportation improvements in the neighborhood and to implement these improvements the California Environmental Quality Act first requires that an EIR be completed to mitigate any negative impacts on the community.	Regular	06/30/07
4071-05/06	City Planning	$275,000	Will generate historical documentation of neighborhoods and individual buildings, as well as historical contexts that will ultimately be used to evaluate significance and inform the planning process.	Regular	06/30/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0685-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-05/06	Public Works	$450,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which includes recruiting San Francisco high school students to participate in the program,.	Regular	03/01/09

December 5, 2005: Postpone to the meeting of January 3, 2006.

January 3, 2006: Postpone to the meeting of January 17, 2006 at the request of staff.

Recommendation: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Nomination of Philip Ginsburg, Human Resources Director as Trustee and Monique Zmuda, Deputy Controller as Alternate Trustee to the Transport Workers Union – San Francisco Municipal Railway Trust Fund. (File No. 0736-05-1) – Action Item

January 3, 2006: Post the traditional nominees, Human Resources Director Philip Ginsburg, as Trustee and Deputy Controller Monique Zmuda as alternate to the Transport Workers San Francisco Municipal Railway Trust Fund for approval of appointments at the January 17, 2006 meeting.

Recommendation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Policy on Disclosure and Review of Criminal History Records. (File No. 0716-05-1) – Discussion and Possible Action.

December 19, 2005: Postpone to the meeting of January 17, 2006. The Commission requested additional information on Hawaii and Boston policies.

Recommendation: Open for discussion.

(9) Draft proposed amendments to existing Civil Service Commission Rules affecting Miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (File No. 0656-05-5) – Discussion and Possible Action Item

November 21, 2005: Postpone to the meeting of January 17, 2006.

Recommendation: Postpone to the meeting of February 6, 2006 after 5:00 p.m. in response to request from affected employees.

(10) Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures. (File No. 0581-05-5) – Discussion and Possible Action Item

October 3, 2005: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.

October 14, 2005: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.

October 17, 2005: Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.

December 5, 2005: The Commission voted not to disclose any or all discussions held in closed session.

December 19, 2005: No action taken.

File No. 0581-05-5 (continued)

January 3, 2006: Provide a progress report at the January 17, 2006 meeting; No action taken.

Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg, Human Resources Director/Designee
Organization: Organizations Representing Miscellaneous Employees
Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005

Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(11) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

(12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Regular Meeting
January 17, 2006

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10:00 a.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

10:10 a.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of January 3, 2006

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

Due to the President's Day Holiday, the second Civil Service Commission Meeting in February will be held on Tuesday, February 21, 2006 in Room 416, City Hall.

0010-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-05/06	Police	$90,000	Will perform hair sample analysis to determine drug usage and historical patterns of drug usage for Police Officer applicants, Police Reserve Officer applicants, Police Cadet applicants, and Police Service Aide applicants for the Police Department.	Regular	06/30/09
4068-05/06	Police	$70,000	Will provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings.	Regular	06/30/08
4069-05/06	Public Works	$450,000	Will enhance open space management services at Hallidie Plaza, including additional landscape gardening, janitorial and general maintenance services, and security beyond the baseline services currently provided by DPW & Police Departments.	Regular	01/31/09
4070-05/06	City Planning	$250,000	Will propose a series of land use and transportation improvements in the neighborhood and to implement these improvements the California Environmental Quality Act first requires that an EIR be completed to mitigate any negative impacts on the community.	Regular	06/30/07
4071-05/06 ***Off Calendar***	City Planning	$275,000	Will generate historical documentation of neighborhoods and individual buildings, as well as historical contexts that will ultimately be used to evaluate significance and inform the planning process.	Regular	06/30/07

Speakers: Sgt. Dennis Callaghan, San Francisco Police Department spoke on PSC #4067-05/06.
Sgt. Joseph Reilly, San Francisco Police Commission spoke on PSC #4068-05/06.
Mohammed Nuru, Department of Public Works and Shanti Breznau, Mayor's Office of Economic Development and Tim West, SEIU Local 790 spoke on PSC #4069-05/06.
Bonita Davenport, City Planning spoke on PSC #4070-05/06.

Action:

(1) PSC #4071-05/06 off calendar at the request of City Planning. (Vote of 4 to 0)

(2) Adopt the Human Resources Director's report on PSC #4069-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Donald Casper dissents.) The Commission requested a report from the Department of Public Works after one year on the activities being performed to determine if any civil service classes were affected.

(3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0685-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-05/06	Public Works	$450,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which includes recruiting San Francisco high school students to participate in the program,.	Regular	03/01/09

December 5, 2005: Postpone to the meeting of January 3, 2006.

January 3, 2006: Postpone to the meeting of January 17, 2006 at the request of staff.

Speakers: None.

Action: Postpone to the meeting of February 6, 2006 at the request of the Department of Public Works. (Vote of 4 to 0)

0736-05-1 **Nomination of Philip Ginsburg, Human Resources Director as Trustee and Monique Zmuda, Deputy Controller as Alternate Trustee to the Transport Workers Union – San Francisco Municipal Railway Trust Fund. (Item No. 7)**

January 3, 2006: Post the traditional nominees, Human Resources Director Philip Ginsburg, as Trustee and Deputy Controller Monique Zmuda as alternate to the Transport Workers San Francisco Municipal Railway Trust Fund for approval of appointments at the January 17, 2006 meeting.

Speakers: None.

Action: Adopt the report. (Vote of 4 to 0)

0716-05-1 **Policy on Disclosure and Review of Criminal History Records. (Item No. 8)**

December 19, 2005: Postpone to the meeting of January 17, 2006. The Commission requested additional information on Hawaii and Boston policies.

Speakers:

(1) **Sheriff Michael Hennesey** stated that he feels that the City should be open to employing qualified ex-offenders and that the City would benefit by having a change in its policy such that qualified applicants who happen to have a criminal history, either recent or distant, do not feel from the initial application that they are not wanted here.

He urged the Commission to adopt changes in the City's rules and regulations so that the initial question about criminal history is not on the application so that City managers can look later on in the process when they're considering a candidate in the final process whether the applicant have a criminal history and if so, how relevant to the type of job being sought. The realistic thing for us, as the City government if we expect people who've been through the criminal justice system to get back on their feet is to have opportunities to apply for and compete for jobs on an even keel.

(2) **Dorsey Nunn**, All of Us or None, stated that there are a lot of people here supporting this fight for over a year. This question of removing the box is not applicable to the City and County of San Francisco, but it represents something extremely significant because we are facing barriers, not only in employment but in housing, student loans, etc. Sometimes people see him in different positions and are afraid of him. Sometimes when we walk in the room, we are afraid of you because you represent a certain degree of power. If you look at our failure rate, that's an indication that something significant is happening. What we are asking the City for is fairness in the application process.

(3) **Linda Evans**, All of Us or None stated that she is happy to say that they are extending the celebration of Martin Luther King's birthday by announcing a real civil rights victory in San Francisco. Because of the hard work on the part of the Department of Human Resources, the City Attorney's Office and the staff of the Civil Service Commission, All of Us or None has come to an agreement with the City about what will happen to the process of both the disclosure and consideration of criminal histories. She will leave the interpretation of the agreement to the Department of Human Resources. In addition to the memo submitted to the Commissioners she also recommended that 1) We believe, and DHR has also supported, that the job relatedness of past convictions should be the number one consideration, and; 2) that the nature and gravity of the offense language be stricken from your policy because it is language that is vague and liable to subjectivity and prejudice. She thanked everyone for their work and support.

(4) **Minister Renaldo Woods**, Up From Darkness, stated that they believe that once a person has been incarcerated for any type of crime and served his punishment, that when he's released he should not be punished again for the rest of his/her life in obtaining employment. We know that rehabilitation takes place within the person and there are thousands of people who want to be productive, positive members of society. We need this Commission to look at the long-range picture of how it's been affecting us in the past. It has been discriminatory, it kept us from taking of our families and uplifting our own lives to a satisfactory condition. We implore you to take this unto deep consideration that this is a just request of the people and those who have changed and turned their lives around.

(5) **Isaac Sojourner** stated that he has also been through the system. I think this is an opportunity for people to do what society say they should do and that's become a part of society. But you cannot become a part of a society that rejects you. Whether you an ex-con or a person considered anti-society, you cannot incorporate into a society that has already set up walls to make sure you do not get back in. One of the things that San Francisco prides itself on is being a tolerant City. Tolerance must begin with the Commission, the Mayor, City boards, etc.

(6) **Marie Harrison** stated that the problem with the box affects women as well as men. If you reject the idea of employment for newly released ex-offenders, you not only hurt them but also the children. We realize that the box alone will not close the revolving door but it's a great step forward. She asked on behalf of Bayview Hunters Point and the Mothers she represents to remove the box.

(7) **George Pope** stated that the disclosure of felony convictions on job applications for public employment militates against economic growth. Jobs are absolutely critical for ex-prisoners to survive, feed and educate their families.

(8) **Naim Harrison**, Positive Directions spoke about breaking the recidivism. If people come and the box is excluded, it gives them a fair chance to pursue their employment goals. If the box is there, the application ends up in the garbage can. Removing the box gives people a chance to provide for their families.

(9) **Yvonne Cooks**, All of Us or None and ex-offender urged the Commission to ban the box because it does discriminate on a basic level. Those who check the box will absolutely not be selected. She thanked the Commission for hearing the matter.

(10) **Maurice Emsellen**, National Public Law Project applauded the Commission and All of Us or None for taking the first step and recognizing again that in this state, one in five adults have a criminal record that will be with them for life. By taking the question off of the initial application, it opens doors for people to come in and apply. He inquired about what the standard would be when it comes time to look at the record? The clearer the standard the better.

(11) **Jason Bell**, Project Rebound at San Francisco State University is fortunate in the fact that this program was founded by ex-offenders. Since its inception, they have graduated hundreds of formerly incarcerated folks and they have successfully gained a four-year degree, discharged parole and have fair access to jobs.

(12) **Judy Sift**, All of Us or None read a letter of support from Assemblyman Mark Leno who urged the Commission to adopt a policy on disclosure and review of criminal history records that eliminates the requirement that applicants disclose criminal background information in the initial employment process for the City and County of San Francisco.

(13) Gentleman from Ethiopia.

(14) **Dorothy Ehrlich**, American Civil Liberties Union Executive Director supports removing the box.

(15) **Alice Lindstrom**, San Francisco Labor Council Delegate made it known that the Labor Council did indorse the Ban the Box. It is both an employment issue and a civil rights issue as well as a labor issue.

(16) **Mary Vanderhorst**, All of Us or None, noted that 750 women are going to be released back into the community within the next two months under a gender specific policy. They will be paroling to the Bay Area and will need places to live but most of all they will need jobs. It's hard to convince someone to go to school and get an education if there's nothing there when they graduate.

(17) **Jennifer Johnston**, Department of Human Resources

(18) **Ted Yamasaki**, Department of Human Resources

Action: Accept the December 19, 2006 staff report; Adopt the policy. (Vote of 4 to 0)

0656-05-5 **Draft proposed amendments to existing Civil Service Commission Rules affecting Miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (Item No. 9)**

November 21, 2005: Postpone to the meeting of January 17, 2006.

Speakers: None.

Action: Postpone to the meeting of February 6, 2006 after 5:00p.m. in response to request from affected employees. (Vote of 4 to 0)

0581-05-5 **Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures. (Item No. 10)**

October 3, 2005: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.

October 14, 2005: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.

October 17, 2005: Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.

December 5, 2005: The Commission voted not to disclose any or all discussions held in closed session.

December 19, 2005: No action taken.

January 3, 2006: Provide a progress report at the January 17, 2006 meeting; No action taken.

Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg, Human Resources Director/Designee
Organization: Organizations Representing Miscellaneous Employees
Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005

Action: The Commission voted to conduct a closed session to confer with Labor Negotiator. (Vote of 4 to 0) Denise Cannonier-Craig, Department of Human Resources, designated Labor Negotiator.

Closed Session started at 12:59 p.m. in City Hall, Room 416 and the following were present:

President Linda F. Richardson
Vice President Thomas T. Ng
Denise Cannonier-Craig, Department of Human Resources
Commissioner Donald Casper
Sandra Eng, Civil Service Commission
Kate Favetti, Executive Officer
Commissioner Morgan R. Gorrono
Anita Sanchez, Assistant Executive Officer
Gloria Sheppard, Civil Service Commission
Karen Taylor, Department of Human Resources
Paul Zarefsky, Deputy City Attorney (left at 1:03 p.m.)

Closed Session ended at 2:27 p.m.

Reconvened in open session at 2:27 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Action: The Commission voted not to disclose any discussions held in Closed Session. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

No updates.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

2:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Monday, January 23, 2006

1:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures.

October 3, 2005:	Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.
October 14, 2005:	Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.
October 17, 2005:	Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.
December 5, 2005:	The Commission voted not to disclose any or all discussions held in closed session.
December 19, 2005:	No action taken.
January 3, 2006:	Provide a progress report at the January 17, 2006 meeting; No action taken.
January 17, 2006:	No action taken.
Recommendation:	Open for discussion.

Posted 1/19/06

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IV. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (Action Item)

A) CONFERENCE WITH LABOR NEGOTIATOR (Discussion and Possible Action Item) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg, Human Resources Director/Designee
Organization: Organizations Representing Miscellaneous Employees
Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005.

V. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, January 23, 2006
1:30 p.m.

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I. The Special Meeting was called to order at 1:38 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures.

October 3, 2005: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.

October 14, 2005: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.

October 17, 2005:	Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.
December 5, 2005:	The Commission voted not to disclose any or all discussions held in closed session.
December 19, 2005:	No action taken.
January 3, 2006:	Provide a progress report at the January 17, 2006 meeting; No action taken.
January 17, 2006:	No action taken.
January 23, 2006	No action taken.

IV. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (Action Item)

A) CONFERENCE WITH LABOR NEGOTIATOR (Discussion and Possible Action Item) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg, Human Resources Director/Designee
Organization: Organizations Representing Miscellaneous Employees
Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005.

Action: The Commission voted to conduct a closed session. (Vote of 5 to 0)

Closed Session started at 1:42 p.m. in City Hall, Room 416 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril

Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer, Civil Service Commission
Denise Cannonier-Craig, Department of Human Resources
Sandra Eng, Civil Service Commission
Philip Ginsburg, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Alice Villagomez, Department of Human Resources
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 3:25 p.m.

V. Reconvened in open session at 3:25 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Action: The commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

VI. Adjournment

3:26 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
February 6, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

02-01-06A09 57 RCVD

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

SPECIAL ORDER OF BUSINESS – 5:00P.M.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 6, 2006
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of January 17, 2006

Recommendation: Approve.

Special Meeting of January 23, 2006

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 00-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4072-05/06	Controller	$1,000,000	Will perform a comprehensive transit service planning analysis for the San Francisco Metropolitan Transportation Authority to develop recommendations to increase service efficiency and effectiveness.	Regular	01/31/08
4073-05/06	Controller	$1,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Regular	02/15/08
4074-05/06	Controller	$1,500,000	Will perform implementation consulting and training services associated with the City's purchase of a new budget and performance management system to improve its budget process management, reporting and analysis, and performance measurements.	Regular	03/31/08
4075-05/06	Public Works	$900,000	Will perform highly specialized electrical engineering tasks that include constructability analysis, reliability studies, field inspection, peer review, reports, and consultation for various types of public works projects.	Regular	01/31/09
4046-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $750,000 New Amount $1,300,000	Will provide planning, design, and construction support for an upgraded combined microwave and fiber optic communication system and to add sites to the network.	Regular	12/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0685-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-05/06	Public Works	$450,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which includes recruiting San Francisco high school students to participate in the program,.	Regular	03/01/09

December 5, 2005: Postpone to the meeting of January 3, 2006.

January 3, 2006: Postpone to the meeting of January 17, 2006 at the request of staff.

January 17, 2006: Postpone to the meeting of February 6, 2006 at the request of the Department of Public Works.

Recommendation: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Jonathan Meade (Local 790) of the amendment to the H – 3 EMT/Paramedic/ Firefighter classification. (File No. 0723-05-2) – Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Jonathan Meade (Local 790).

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Determination of future employability: dismissal of permanent civil service appointment of Gregory Miller, IS Operator Analyst (Job Code 1004) Department of Public Health. (File No. 0550-03-7) - Action Item

Recommendation of the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse.

SPECIAL ORDER OF BUSINESS – 5:00 P.M.

(9) Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures. (File No. 0581-05-5) – Discussion and Possible Action Item

October 3, 2005:	Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.
October 14, 2005:	Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.
October 17, 2005:	Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.

December 5, 2005:	The Commission voted not to disclose any or all discussions held in closed session.
December 19, 2005:	No action taken.
January 3, 2006:	Provide a progress report at the January 17, 2006 meeting; No action taken.
January 17, 2006:	No action taken.
January 23, 2006:	No action taken.

Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg, Human Resources Director/Designee
Organization: Organizations Representing Miscellaneous Employees
Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005

Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Recommendation: Adopt.

(10) **Draft proposed amendments to existing Civil Service Commission Rules affecting Miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (File No. 0656-05-5) – Discussion and Possible Action Item**

November 21, 2005:	Postpone to the meeting of January 17, 2006.
January 17, 2006:	Postpone to the meeting of February 6, 2006 after 5:00 p.m. in response to request from affected employees.

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(11) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(12) Update on FY 2006-07 Civil Service Commission Budget Request. (File No. 0737-05-1) – Action Item

January 3, 2006: Accept report. Direct Commission staff to prepare Fiscal Year 2006-07 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 6, 2006, incorporate changes made by the Commission up to February 17, 2006, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006.

Recommendation: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2006-07 Budget Request, incorporate changes, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(15) ADJOURNMENT

Adjourn meeting in memory of Stephen Legnitto, Director, Real Estate Department.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5
6/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
February 6, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

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PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of January 17, 2006

Action: Approve. (Vote of 5 to 0)

Special Meeting of January 23, 2006

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

Due to the President's Day Holiday the second meeting in February will be held on Tuesday, February 21, 2006 at 10:00 a.m. in Room 416 City Hall.

0058-06-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4072-05/06	Controller	$1,000,000	Will perform a comprehensive transit service planning analysis for the San Francisco Metropolitan Transportation Authority to develop recommendations to increase service efficiency and effectiveness.	Regular	01/31/08
4073-05/06	Controller	$1,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Regular	02/15/08
4074-05/06	Controller	$1,500,000	Will perform implementation consulting and training services associated with the City's purchase of a new budget and performance management system to improve its budget process management, reporting and analysis, and performance measurements.	Regular	03/31/08
4075-05/06	Public Works	$900,000	Will perform highly specialized electrical engineering tasks that include constructability analysis, reliability studies, field inspection, peer review, reports, and consultation for various types of public works projects.	Regular	01/31/09
4045-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $750,000 New Amount $1,300,000	Will provide planning, design, and construction support for an upgraded combined microwave and fiber optic communication system and to add sites to the network.	Regular	12/31/08

Speakers: Monique Zmuda, Office of the Controller spoke on PSC #4073-05/06.
Pansy Lam, Department of Public Works spoke on PSC #4075-05/06.
Yolanda Quisao, Jack Lim and Harlan Kelly, Public Utilities Commission spoke on PSC #4045-02/03.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0685-05-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-05/06	Public Works	$450,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which includes recruiting San Francisco high school students to participate in the program,.	Regular	03/01/09

December 5, 2005: Postpone to the meeting of January 3, 2006.

January 3, 2006: Postpone to the meeting of January 17, 2006 at the request of staff.

January 17, 2006: Postpone to the meeting of February 6, 2006 at the request of the Department of Public Works.

Speakers: Harlan Kelly, Public Utilities Commission representing the Department of Public Works.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0723-05-2 Appeal by Jonathan Meade (Local 790) of the amendment to the H – 3 EMT/Paramedic/ Firefighter classification. (Item No. 7)

Speakers: Elizabeth Jacobi, Department of Human Resources
Chief Joanne Hayes-White, San Francisco Fire Department
Vincent Harrington, Attorney, SEIU Local 790
Jonathan Meade, Appellant
Ed Warshauer, SEIU Local 790
Larry Bradshaw, H – 1 Paramedic
Lorrie Beth Slonsky, Retired H – 1 Paramedic/Editor Gurney Gazette
Debbie Tanis, H – 1 Paramedic
Alice Villagomez, Department of Human Resources
EMS Chief Glenn Ortiz-Schuldt, San Francisco Fire Department
Tom O'Connor, Firefighters Local 798

Action: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Jonathan Meade (Local 790). The Department of Human Resources will submit semi-annual reports to the Commission. (Vote of 5 to 0)

0550-03-7 Determination of future employability: dismissal of permanent civil service appointment of Gregory Miller, IS Operator Analyst (Job Code 1004) Department of Public Health. (Item No. 8)

Speakers: James Peavey, Department of Public Health
Janet Rogers, Department of Human Resources

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse.
(Vote of 5 to 0) Mr. Miller failed to appear.

0581-05-5 Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures. (Item No. 9)

October 3, 2005: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.

October 14, 2005: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.

October 17, 2005: Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.

December 5, 2005: The Commission voted not to disclose any or all discussions held in closed session.

December 19, 2005: No action taken.

January 3, 2006: Provide a progress report at the January 17, 2006 meeting; No action taken.

January 17, 2006: No action taken.

January 23, 2006: No action taken.

Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg, Human Resources Director/Designee
Organization: Organizations Representing Miscellaneous Employees
Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005

Action: **The Commission voted not to hold a closed session. (Vote of 5 to 0)**

Speakers:

Philip Ginsburg, Human Resources Director laid out the goals of the Department of Human Resources in fulfilling the Mayor's directive to streamline the hiring process within the City and County of San Francisco.
Kate Favetti, Executive Officer gave some historical background on the role of the Commission in regards to the Rules governing the merit system.
Richard Rothman, SEIU Local 790 stated that he is opposed to Position Based Testing.
Sin Yee Poon, SEIU Local 790 stated that Position Based Testing is not the way to improve the civil service system; it is an attack on merit hiring.
Vitus Leung, IFPTE Local 21 stated that some of the Local 21 members has been under Position Based Testing for over a year with no adverse affect. He spoke of the merging of lists and felt it should be looked at by the Commission.
Sally Buchman, SEIU Local 790 asked the Commission to consider the fact that this will be getting rid of Rule of Three scores which is very important for their members to be considered. She is also concerned about the limited appeal rights.
Rodney Blalock, 2708 Custodian with the Municipal Transportation Agency. He feels the more the Human Resources Director alters the civil service rules, the more the management will get away with.
Sylvia Alvarez-Lynch, SEIU Local 790 stated she is alarmed at the power given to the Human Resources Director. We need to go back to the spirit of civil service and provide a level playing field to all.
Margo Reed, SEIU Local 790 stated that Position Based Testing is not an ideal situation for the Recreation and Parks Department.
Roger Barella, SEIU Local 535 questioned what the Commission is thinking to allow the idea of Position Based Testing. If anyone is responsible for the merit system not working, it's the administration that allowed the "provisional monster" to emerge. Local 535 detests that this is even before the Commission. If this proposal passes, there is nothing for the Commission to do. He strongly urged a nay vote.

Joseph Tanner questioned the motives of the Human Resources Director and stated that many have seniority who are capable and love being a civil servant. He urged the Commission to stand firm and reject this proposal.
Larry Griffin, SEIU Local 790 stated that if the Department of Human Resources enforced the rules we have now, there would be no need for Position Based Testing.
Linda Jang, recent Public Utilities Commission employee who was hired as a non-civil service employee. She stated that the point is not to change the rules to allow the managers and politicians to give the jobs and promotions to their friends, family members, campaign manager's son or cronies. The civil service reform as proposed, eliminates fairness in hiring practices and return the corrupt hiring system of the old days. The playing field will not be level for everyone in our diverse City.
Alfred Chow, Custodian at the San Francisco International Airport.
Faye Rowe, SEIU Local 790 asked the Commission to direct the Human Resources Director to come back to the table for further clarity.
Ed Kinchley, SEIU Local 790 stated that the merit system was set up so you would not have a system where a Human Resources Director who serves at the will of the Mayor can determine the hiring process. We're talking about a system designed to get around the merit system where the Mayor can have undue influence in the hiring process. This takes away the reason for the Civil Service Commission and makes the merit system worthless. He urged the Commissioners to consider the integrity of the Commission on which they serve.
Pat Sam, Municipal Transportation Agency Revenue Collections stated that in her department is the brother of one of the principal supervisors who was not qualified. Now he is permanent. She inquired why Human Resources would allow relatives to work in the same department in such a sensitive area as finance.
Alex Ramirez, Municipal Transportation Agency Revenue Collections also inquired about what happened with Proposition E? He requested that an investigation be done in the department.
LaWanna Preston, SEIU Local 790 stated that this is not about an individual but about how the system works. It is one thing to STATE what your intent is but it's another thing to put it in writing. The Power-point presentation states the intent but it is not spelled out in the rule. If the Commission believes that the purpose of Position Based Testing is to do away with provisional hiring, she strongly encouraged them to put it in writing.
Garland Simpson, stated that he is appalled that the Commission would even give a voice to the proposal on Position Based Testing.
Bob English, elaborated on the statements of the previous speaker by stating that the Civil Service Commission is supposed to be the protector and preserver of the merit system over time, over generations and through various administrations. You are its guardian. What you have before you is the destruction and demise of civil service as we know it.

Frank Martin del Campo, SEIU Local 790 spoke as a representative of the forgotten as-needed workers.
Audrey Lam stated that she has been working at the Department of Public Works Building Repair since 1994 as an as-needed employee. She hopes that when there are openings for permanent positions, the as-needed employees will be considered first.
Wei Hou Wos has worked for the Department of Human Resources since 1999 in an as-needed position.
Winnie Wee, an as-needed Department of Public Works employee since 1997.
Esther Reyes Ramada stated that something is wrong in the system and that is provisional hiring. It's not so much the right to appeal as having a system of checks and balances because there is abuse in the system.
Lee Quan Tam, Custodian since 1999 and is still an as-needed employee. He has been laid off several times after reaching 1040 hours and then rehired.
Donald Wei, Custodian since 2001 at the Department of Public Works.
Joyce Yan, Custodian for six years at the Department of Public Works.
Shirley Yu, as-needed Custodian since 2001 at the Department of Public Works.
Cindy Wong, part-time since 2001 at the Department of Public Works.
Sharon Sen, as-needed Custodian for more than six years at the Department of Public Works with no benefits.
Steven Wong, Custodian for four years at the Department of Public Works with no benefits. It is not fair.
William Gong, as-needed since 2000 at the Department of Public Works
Lu Li Fung, as-needed Custodian since 2000 at the Department of Public Works. Laid off in 2003 and told no budget but some with less seniority continued to work. Hurt her foot and could not work so she was taken off the list.
Amy Poon, six years as-needed with no benefits at the Department of Public Works. She needs a permanent job.
Susie Lee at the Department of Public Works since 2000. She was told not to work her 1040 hours and she will not get any benefits. When openings come up, management should hire from within but they choose people from the outside.
Ernesto Togete, Department of Public Works employee since 1995 as an as-needed employee.
Janice Wong, Custodian at the Department of Public Works since 1999. She would like to take a test that is fair.
Sean McGrew, third generation City worker spoke to what he considers the abuse of the system. He is fearful both for himself and the public of a system that promotes Rule of the List. It is a return to cronyism and the abuse of the system that spun civil service. Why do we want to go backwards?
Ed Warshauer, SEIU Local 790 spoke to clarify some of the points made by the as-needed custodial employees who are allowed to work 1040 hours. The problem is that the rules you propose do not fix that problem.

Ann Ling stated that they are tired of the favoritism in hiring and assignments. There is no respect for diversity in hiring. Many relatives of certain favorite groups are hired. The people who are doing the hiring do not need any more flexibility. They need checks and balances. They need to be required to base hiring on merit and objective criteria and not use the opportunity to bring in their relatives and friends.

Denise Cannonier-Craig, Department of Human Resources

Action: Continue the matter to February 10, 2006 at a special meeting, with recommended changes to language 1) on merging eligible lists to add an appeal to the Civil Service Commission if the HRD merges eligible lists of different classes; and 2) agreement required to utilize a certification rule beyond the Rule of Three Scores except for classes covered under Rule 113, Article III. (Vote of 5 to 0)

0656-05-5 **Draft proposed amendments to existing Civil Service Commission Rules affecting Miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (Item No. 10)**

November 21, 2005: Postpone to the meeting of January 17, 2006.

January 17, 2006: Postpone to the meeting of February 6, 2006 after 5:00 p.m. in response to request from affected employees.

Speakers: Sylvia Alvarez-Lynch, SEIU Local 790

Action: Postpone to the meeting of February 21, 2006 for posting. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 11)

No updates.

EXECUTIVE OFFICER'S REPORT

0737-05-1 Update on FY 2006-07 Civil Service Commission Budget Request. (Item No. 12)

January 3, 2006: Accept report. Direct Commission staff to prepare Fiscal Year 2006-07 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 6, 2006, incorporate changes made by the Commission up to February 17, 2006, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006.

Speakers: Kate Favetti, Executive Officer

Action: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2006-07 Budget Request, incorporate changes, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(1) The Executive Officer announced that the Ethics Commission will have a hearing on Statements of Incompatible Activities on February 13, 2006.
(2) Commissioner Morgan R. Gorrono expressed concern about a report where the grids are up-side down and very difficult to read.
(3) Commissioner Donald Casper requested, if feasible, that staff perform an Inspection Service on the use of as-needed custodial employees at the Department of Public Works.

ADJOURNMENT

8:15 p.m.

Adjourn meeting in memory of Stephen Legnitto, Director, Real Estate Department.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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Friday, February 10, 2006

5:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures.

October 3, 2005:	Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.
October 14, 2005:	Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.
October 17, 2005:	Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.
December 5, 2005:	The Commission voted not to disclose any or all discussions held in closed session.
December 19, 2005:	No action taken.
January 3, 2006:	Provide a progress report at the January 17, 2006 meeting; No action taken.

Posted 2/7/06

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

January 17, 2006: No action taken.

January 23, 2006: No action taken.

February 6, 2006: Continue the matter to February 10, 2006 at a special meeting, with recommended changes to language 1) on merging eligible lists to add an appeal to the Civil Service Commission if the HRD merges eligible lists of different classes; and 2) mutual agreement required to utilize a certification rule beyond the Rule of Three Scores except for classes covered under Rule 113, Article III represented by San Francisco Association of Personnel Professionals (SFAPP) – Local 21, the Municipal Executives Association and unrepresented employees.

Recommendation: Adopt.

IV. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (Action Item)

A) CONFERENCE WITH LABOR NEGOTIATOR (Discussion and Possible Action Item) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg, Human Resources Director/Designee
Organization: Organizations Representing Miscellaneous Employees
Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005.

V. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

GAVIN NEWSOM
MAYOR

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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Friday, February 10, 2006

Amended

5:00 p.m.

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Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures.

October 3, 2005:	Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.
October 14, 2005:	Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.
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Posted 2/7/06

January 17, 2006:	No action taken.
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Recommendation:	Adopt.

IV. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (Action Item)

A) CONFERENCE WITH LABOR NEGOTIATOR (Discussion and Possible Action Item) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg, Human Resources Director/Designee
Organization: Organizations Representing Miscellaneous Employees
Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005.

V. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

VI. Adjournment.

Adjourn meeting in memory of Coretta Scott King who died last Monday, January 30, 2006.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

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KATE FAVETTI
EXECUTIVE OFFICER

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Minutes of Special Meeting

Friday, February 10, 2006
5:00 p.m.

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I. The Special Meeting was called to order at 5:08 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper (arrived at 5:11p.m.; missed items I & II)
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

1) LaWanna Preston, SEIU – Local 790, commented that she can live with Commission's Proposal but requests the Civil Service Commission review after six (6) months, at a public hearing.
2) Tim Paulson, San Francisco Labor Council, stated he agreed with LaWanna Preston, also wants employees to advance based on merit, and thanked the Commission for listening and their patience.

III. Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures.

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Action: 1) Adopt proposed Rule as amended; 2) Report on the implementation of Position Based Testing and public hearing in six (6) months and semi-annually thereafter; 3) Adopt guidelines on the application of the Rule; Incorporate Guidelines into the process of implementation and include in the administrative procedures. (Vote of 5 to 0)

Statement of Purpose of the Civil Service Commission in taking the action to adopt Position Based Testing:

The Position Based Testing Program is established to carry out the Civil Service Commission goal and mission to fill vacancies with the best qualified permanent civil service appointments with the ultimate goal of eliminating the reliance on temporary and provisional appointments. (Vote of 5 to 0)

IV. Adjournment

5:50 p.m.

Adjourn meeting in memory of Coretta Scott King who died last Monday, January 30, 2006.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

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COMMISSIONER

DONALD A. CASPER
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KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
February 21, 2006

10:00 a.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 21, 2006
10:00 a.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Regular Meeting of February 6, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0070-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-05/06	Art Commission	$60,000	Will design and implement a public temporary artwork or performance on or near Market Street.	Regular	06/30/08
4077-05/06	Tele-Communications & Information Services	$750,000	Will modify software that runs a telephone system's interactive Voice Response (IVR) unit.	Regular	12/31/08
4078-05/06	Port Commission	$100,000	Will review the Port's current emergency preparedness documents; create a proposal for revision of the Port Emergency Operations Plan (EOP) and associated documents.	Regular	12/31/06
4079-05/06	Port Commission	$300,000	Will mitigate identified vulnerabilities and provide specific recommended Port actions at the five Homeland Security Advisory System (HSAS) levels.	Regular	12/31/06
4080-05/06	Public Utilities Commission	$5,000,000	Will provide specialized engineering services to support the SFPUC in the design and construction of the pipeline sections of Bay Division Pipeline No. 5.	Regular	12/01/11
4081-05/06	Public Utilities Commission	$370,000	Will provide professional services to prepare Unit Price Books, technical specifications, training to staff and contractors for a PUC-customized job order contracting system.	Regular	03/31/09
4082-05/06	Controller	$100,000	Will research and prepare eligible case data to submit claims to the state and federal govemments on behalf of the City/County to recover costs related to the Southwest Border Prosecution Initiative (SWBPI).	Regular	01/31/08
4031-04/05	Municipal Transportation Agency	Increase Amount $3,550,742.22 New Amount $7,259,910.22	Will provide repairs and other services needed for 11 New Jersey Transit (NJT) Presidents Conference Committee (PCC) streetcars, which MTA purchased from NJT.	Regular	09/20/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0071-06-1) – Action Item

Recommendation: Adopt report.

(7) Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0072-06-1) – Action Item

Recommendation: Adopt report.

(8) Department of Human Resources Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0073-06-1) – Action Item

Recommendation: Adopt report.

(9) Department of Human Resources Report on Provisional Appointments. (File No. 0074-06-1) – Action Item

Recommendation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (File No. 0270-05-6) – Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mohamed Hosny.

(11) Appeal by John Orkes of the Municipal Transportation Agency's classification action to grant permanent civil service status to Patrick Cantwell in Class 7308 Cable Splicer. (File No. 0672-05-5) – Action Item

Recommendation of the Director of Transportation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by John Orkes.

(12) Draft proposed amendments to existing Civil Service Commission Rules affecting Miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (File No. 0656-05-5)

November 21, 2005:	Postpone to the meeting of January 17, 2006.
January 17, 2006:	Postpone to the meeting of February 6, 2006 after 5:00 p.m. in response to request from affected employees.
February 6, 2006:	Postpone to the meeting of February 21, 2006 for posting.
Recommendation:	Post proposed amendments to Civil Service Commission Rules 110 and 410 Examination Announcements and Applicants.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(13) Determination of future employability: dismissal of provisional appointment of Manuel Contreras, General Laborer (Job Code 7514) *Department of Public Works.* (File No. 0452-04-7) - Action Item

Recommendation of the Department of Public Works:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Department of Public Works .

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(14) General Update of the Department of Human Resources Activities and Issues.

Recommendation:	Discussion only.

EXECUTIVE OFFICER'S REPORT

(15) **Update on Goals and Objectives-Fiscal Year 2005-06 as of January 31, 2006. (File No. 0075-06-1)**

Recommendation: Accept the report.

(16) **Fiscal Year 2006-07 Civil Service Commission Budget Request. (File No. 0737-05-1) – Action Item**

January 3, 2006: Accept report. Direct Commission staff to prepare Fiscal Year 2006-07 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 6, 2006, incorporate changes made by the Commission up to February 17, 2006, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006.

February 6, 2006: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2006-07 Budget Request, incorporate changes, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006.

Recommendation: Approve FY 2006-07 Budget Request and submit to the Mayor and the Controller by February 21, 2006.

(17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(19) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5
21/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
February 21, 2006

10:00 a.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

10:05 a.m.

ROLL CALL

President Linda F. Richardson	Present (arrived at 10:40 a.m.; Missed Items 1,2,3,4, and part of 5)
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Vice President Thomas T. Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of February 6, 2006

Action: Approve. (Vote of 3 to 0)

0070-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-05/06	Art Commission	$60,000	Will design and implement a public temporary artwork or performance on or near Market Street.	Regular	06/30/08
4077-05/06	Tele-Communications & Information Services	$750,000	Will modify software that runs a telephone system's interactive Voice Response (IVR) unit.	Regular	12/31/08
4078-05/06	Port Commission	$100,000	Will review the Port's current emergency preparedness documents; create a proposal for revision of the Port Emergency Operations Plan (EOP) and associated documents.	Regular	12/31/06
4079-05/06	Port Commission	$300,000	Will mitigate identified vulnerabilities and provide specific recommended Port actions at the five Homeland Security Advisory System (HSAS) levels.	Regular	12/31/06
4080-05/06	Public Utilities Commission	$5,000,000	Will provide specialized engineering services to support the SFPUC in the design and construction of the pipeline sections of Bay Division Pipeline No. 5.	Regular	12/01/11
4081-05/06	Public Utilities Commission	$370,000	Will provide professional services to prepare Unit Price Books, technical specifications, training to staff and contractors for a PUC-customized job order contracting system.	Regular	03/31/09
4082-05/06	Controller	$100,000	Will research and prepare eligible case data to submit claims to the state and federal governments on behalf of the City/County to recover costs related to the Southwest Border Prosecution Initiative (SWBPI).	Regular	01/31/08
4031-04/05	Municipal Transportation Agency	Increase Amount $3,550,742.22 New Amount $7,259,910.22	Will provide repairs and other services needed for 11 New Jersey Transit (NJT) Presidents Conference Committee (PCC) streetcars, which MTA purchased from NJT.	Regular	09/20/09

Speakers: Frank Martin del Campo, SEIU Local 790 requested all PSC's be postponed to the meeting of March 6, 2006 due to the lack of notifications to SEIU Local 790.
Michael Levy, Department of Telecommunications & Information Services spoke on PSC #4077-05/06.
Kathy Mallegni, Port Commission spoke on PSC #4078-05/06 & 4079-05/06.
Wendy Iwata and Johanna Wong, Public Utilities Commission spoke on PSC #4080-05/06 & PSC #4081-05/06.
Esther Reyes, Controller spoke on PSC #4082-05/06.
Kerstin Magary, Municipal Transportation Agency spoke on PSC #4031-04/05.

0070-06-8 (continued)

Action: Postpone PSC #4076-05/06 to the meeting of March 6, 2006. (Vote of 3 to 0)
Adopt the Human Resources Director's report on PSC 4077-05/06 through 4079-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
Adopt the Human Resources Director's report on PSC #4080-05/06 and 4081-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0); (President Linda F. Richardson recused; Vote of 3 to 0)
Adopt the Human Resources Director's report on PSC 4082-05/06 and 4031-04/05. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0071-06-1 Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 6)

Speakers: None.

Action: Adopt report. (Vote of 4 to 0)

0072-06-1 Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 7)

Speakers: None.

Action: Adopt report. (Vote of 4 to 0)

0073-06-1 Department of Human Resources Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of March 6, 2006 at the request of SEIU Local 790. (Vote of 3 to 0)

0074-06-1 Department of Human Resources Report on Provisional Appointments. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of March 6, 2006 at the request of SEIU Local 790. (Vote of 3 to 0)

0270-05-6 **Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of March 6, 2006 at the request of the Municipal Transportation Agency. (Vote of 3 to 0)

0672-05-5 **Appeal by John Orkes of the Municipal Transportation Agency's classification action to grant permanent civil service status to Patrick Cantwell in Class 7308 Cable Splicer. (Item No. 11)**

Speakers: None.

Action: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by John Orkes. (Vote of 4 to 0) Mr. Orkes failed to appear.

0656-05-5 **Draft proposed amendments to existing Civil Service Commission Rules affecting Miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (Item No. 12)**

November 21, 2005: Postpone to the meeting of January 17, 2006.

January 17, 2006: Postpone to the meeting of February 6, 2006 after 5:00 p.m. in response to request from affected employees.

February 6, 2006: Postpone to the meeting of February 21, 2006 for posting.

Speakers: None.

Action: Post proposed amendments to Civil Service Commission Rules 110 and 410 Examination Announcements and Applicants. (Vote of 4 to 0)

0452-04-7 **Determination of future employability: dismissal of provisional appointment of Manuel Contreras, General Laborer (Job Code 7514) Department of Public Works. (Item No. 13)**

Speakers: Tammy Wong, Department of Public Works.

Action: Postpone to the meeting of March 6, 2006 at the request of the Department of Public Works. (Vote of 3 to 0)

General Update of the Department of Human Resources Activities and Issues. (Item No. 14)

Philip Ginsburg, Human Resources Director announced that a new partnership with UC Hastings College of the Law to create a mediation program for the purpose of attempting to resolve discrimination complaints at a lower level. UC Hastings has a Center for Negotiation of Dispute Resolution and the Department of Human Resources will be using third year law students who will be supervised by professors working closely with the EEO Department. The program is purely voluntary at the request and discretion of the complainant and is completely confidential. This is another part of Department of Human Resources' ongoing Civil Service reform initiative.

EXECUTIVE OFFICER'S REPORT

0075-06-1 **Update on Goals and Objectives-Fiscal Year 2005-06 as of January 31, 2006. (Item No. 15)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

0737-05-1 **Fiscal Year 2006-07 Civil Service Commission Budget Request. (Item No. 15)**

January 3, 2006: Accept report. Direct Commission staff to prepare Fiscal Year 2006-07 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 6, 2006, incorporate changes made by the Commission up to February 17, 2006, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006.

February 6, 2006: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2006-07 Budget Request, incorporate changes, approve to submit the Fiscal Year 2006-07 Budget Request to the Mayor and the Controller by February 21, 2006.

Speakers: Kate Favetti, Executive Officer

Action: Approve FY 2006-07 Budget Request and submit to the Mayor and the Controller by February 21, 2006. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Ed Warshauer, SEIU Local 790 requested clarification on the impact of the posting of the Proposed Rule Amendments on out-of-class assignment credit for examinations affecting miscellaneous employees.

Byron Paz, one of the laid off Laborers requested information on the status of the reinstatement of the remaining Laborers who are still not working.

Michael Wilson, laid off Laborer requested the assistance of the Commission in helping them to be reinstated.
Jose Quezada expressed concern that as one of the laid off Laborers, he is still out of work.
Beatrice Lopez wanted to know when she would be reinstated. She is a single mother waiting to go back to work.
Nelson Aguirre wanted to know what happened to the money that the Board of Supervisors allocated for their reinstatement.
Phyliss Porter, former employee of the Public Utilities Commission stated that she was illegally separated while on medical leave. She supports the reinstatement of all laid off Laborers.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Morgan R. Gorrono requested that date-stamped proof of notification to the employee organizations regarding personal service contracts be included in the Commissioners material.

ADJOURNMENT

11:39 a.m.

Meeting adjourned in honor of His Excellency George Obiozur, Nigerian Ambassador to the United States and his visit to San Francisco.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

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GAVIN NEWSOM
MAYOR

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6/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
March 6, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

SEPARATIONS AGENDA

SPECIAL ORDER OF BUSINESS AGENDA – 5:00 P.M.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 6, 2006
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of February 10, 2006

Recommendation: Approve.

Regular Meeting of February 21, 2006

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0070-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-05/06	Art Commission	$60,000	Will design and implement a public temporary artwork or performance on or near Market Street.	Regular	06/30/08

February 21, 2006: Postpone to the meeting of March 6, 2006.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0100-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4083-05/06	Airport	$840,000	Will perform complex environmental analysis, assessment, compliance monitoring and reporting tasks requiring specialized environmental planning expertise.	Regular	02/28/08
4084-05/06	Airport	$1,025,000	Will provide planning of airport facilities and resources to serve the core aviation business of the Airport.	Regular	02/28/08
4085-05/06	Airport	$450,000	Will develop a list of pre-qualified consultants to support and assist in the development of a Green Airport Program to implement policies and procedures.	Regular	02/29/08
4086-05/06	Children, Youth & Their Families	$526,500	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2006 Mayor's Food Service Program.	Regular	08/18/06
4087-05/06	Police	$90,000	Will provide routine and emergency medical care for up to 20 horses.	Regular	06/30/09
4088-05/06	Chief Administrators Office	$96,000	Will provide financial advisory services pertaining to municipal debt, in particular certificates of participation (the "Peaker Project"); this service will also include financial and legal analysis.	Regular	12/01/07
4089-05/06 *Off Calendar*	Mayor's Office of Public Finance	$92,500	Will provide financial advisory services for the San Francisco Public Utilities Commission; this service will include financial and legal analysis.	Regular	08/01/07

Recommendation of the Human Resources Director: Take PSC #4089-05/06 off calendar at the request of the Department of Administrative Services.

Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Department of Human Resources Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0073-06-1) – Action Item

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of SEIU Local 790.

Recommendation: Adopt report.

(8) Department of Human Resources Report on Provisional Appointments. (File No. 0074-06-1) – Action Item

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of SEIU Local 790.

Recommendation: Adopt report.

(9) Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (File No. 0270-05-6) – Action Item

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of the Municipal Transportation Agency.

Recommendation: Postpone to the meeting of March 20, 2006 at the request of Mohamed Hosny.

(10) Request to grant permanent status in Job Code 8214, Parking Control Officer to Mac Ray Celis, Norman Lambert, Jorge Montiel and Lawrence Wong. (File No. 0109-06-1) – Action Item

Recommendation of the Director of Transportation: Grant permanent status to the above-named individuals.

(11) **Determination of future employability: resignation with unsatisfactory service of exempt appointment of James Howard, Parking Bureau Chief (Job Code A006) Municipal Transportation Agency/DPT. (File No. 0128-04-7) - Action Item**

Recommendation: Postpone to the meeting of March 20, 2006 at the request of Michael Hinckley, Attorney.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) **Determination of future employability: dismissal of provisional appointment of Manuel Contreras, General Laborer (Job Code 7514) Department of Public Works. (File No. 0452-04-7) - Action Item**

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of the Department of Public Works.

Recommendation of the Department of Public Works: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Department of Public Works .

SPECIAL ORDER OF BUSINESS – 5:00 P.M.

(13) **Special Monitor Report of a Review of the Merit System Activities in the Office of the Assessor-Recorder. (File No. 0101-06-1) - Action Item**

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(14) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(15) **Preliminary Report – Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2006-07 in accordance with Charter Section A8.409-1.**

Recommendation: Open for discussion.

(16) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(18) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 6, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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MAR 10 2006
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda F. Richardson	Present (Left at 5:15 p.m.; Missed Items 13,7,8)
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Arrived at 2:09 p.m. & left at 5:40 p.m. Missed Items 1 – 4, 7,8)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided..

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of February 10, 2006

Action: Approve. (Vote of 4 to 0)

Regular Meeting of February 21, 2006

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS:

Item #7 & 8 was moved to the Special Order of Business Agenda and heard after 5:00 p.m. at the request of SEIU Local 790. (Vote of 5 to 0)

0070-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-05/06	Art Commission	$60,000	Will design and implement a public temporary artwork or performance on or near Market Street.	Regular	06/30/08

February 21, 2006: Postpone to the meeting of March 6, 2006.

Speakers: Judy Moran, Arts Commission

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0100-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4083-05/06	Airport	$840,000	Will perform complex environmental analysis, assessment, compliance monitoring and reporting tasks requiring specialized environmental planning expertise.	Regular	02/28/08
4084-05/06	Airport	$1,025,000	Will provide planning of airport facilities and resources to serve the core aviation business of the Airport.	Regular	02/28/08
4085-05/06	Airport	$450,000	Will develop a list of pre-qualified consultants to support and assist in the development of a Green Airport Program to implement policies and procedures.	Regular	02/29/08
4086-05/06	Children, Youth & Their Families	$526,500	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2006 Mayor's Food Service Program.	Regular	08/18/06
4087-05/06	Police	$90,000	Will provide routine and emergency medical care for up to 20 horses.	Regular	06/30/09
4088-05/06	Chief Administrators Office	$96,000	Will provide financial advisory services pertaining to municipal debt, in particular certificates of participation (the "Peaker Project"); this service will also include financial and legal analysis.	Regular	12/01/07
4089-05/06 *Off Calendar*	Mayor's Office of Public Finance	$92,500	Will provide financial advisory services for the San Francisco Public Utilities Commission; this service will include financial and legal analysis.	Regular	08/01/07

Speakers: John Marquez and Nixon Lam, Airport Commission spoke on PSC #4083-05/06 through 4085-05/06
Libby Albert, Department of Children, Youth & Their Families spoke on PSC #4086-05/06.

Action: PSC #4089-05/06 off calendar at the request of the Department of Administrative Services. (Vote of 5 to 0)
Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

Commissioner Casper noted that his approval of PSC #4086-05/06 is based on the fact that, as far as the Commission is concerned, we are not looking at separate agencies. The San Francisco Unified School District and the Community College District are the same civil service system and we are not contracting out of the system.

0073-06-1 **Department of Human Resources Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 7)**

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of SEIU Local 790.

Speakers: Philip Ginsburg, Human Resources Director
Richard Rothman, SEIU Local 790 stated that all exempt appointments are not listed in the report.

Action: Accept report. (Vote of 3 to 0)

0074-06-1 **Department of Human Resources Report on Provisional Appointments. (Item No. 8)**

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of SEIU Local 790.

Speakers: Denise Cannonier-Craig, Department of Human Resources
Richard Rothman, SEIU Local 790 suggested that the Department of Human Resources work on a long term plan to end provisional appointments.

Action: Accept report. (Vote of 3 to 0)

0270-05-6 **Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (Item No. 9)**

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of the Municipal Transportation Agency.

Speakers: None.

Action: Postpone to the meeting of March 20, 2006 at the request of Mohamed Hosny. (Vote of 5 to 0)

0109-06-1 **Request to grant permanent status in Job Code 8214, Parking Control Officer to Mac Ray Celis, Norman Lambert, Jorge Montiel and Lawrence Wong. (Item No. 10)**

Speakers: None.

Action: Grant permanent status in Job Code 8214, Parking Control Officer to Mac Ray Celis, Norman Lambert, Jorge Montiel and Lawrence Wong. (Vote of 5 to 0)

0128-04-7 **Determination of future employability: resignation with unsatisfactory service of exempt appointment of James Howard, Parking Bureau Chief (Job Code A006) Municipal Transportation Agency/DPT. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of March 20, 2006 at the request of Michael Hinckley, Attorney. (Vote of 5 to 0)

0452-04-7 **Determination of future employability: dismissal of provisional appointment of Manuel Contreras, General Laborer (Job Code 7514) Department of Public Works. (Item No. 12)**

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of the Department of Public Works.

Speakers: Tammy Wong, Department of Public Works
Paul Sacamano, Department of Public Works
Vince Courtney, Laborers Local 261 Representative

0452-04-7 (continued)

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of six (6) months work experience outside the City and County service starting from September 6, 2005; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No employment that requires driving for two (2) years starting from September 6, 2005; No future employment with the Department of Public Works. (Vote of 4 to 1; Commissioner Morgan Gorrono dissents on the basis that there should be no driving during the course of employment.)

0101-06-1 **Special Monitor Report of a Review of the Merit System Activities in the Office of the Assessor-Recorder. (Item No. 13)**

Speakers: Phil Ting, Assessor/Recorder
Ted Yamasaki, Department of Human Resources
Joselito Laudencia, IFPTE Local 21
Faye Roe, SEIU Local 790
Philip Ginsburg, Human Resources Director

Action: Adopt the Special Monitor Report. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 14)

Philip Ginsburg, Human Resources Director reported that they are focused on implementing the 60 day hiring rule and hope to have it pilot-tested by the end of the fiscal year. They are also heavily involved in contract negotiations. There are 38 MOUs to be negotiated and the goal is to reduce the number by 10 to 12. They are working with some of the smaller trades on an agreement where they would participate in a master agreement.

EXECUTIVE OFFICER'S REPORT

0108-06-1 **Preliminary Report – Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2006-07 in accordance with Charter Section A8.409-1. (Item No. 15)**

Speakers: Kate Favetti, Executive Officer
Anita Sanchez, Assistant Executive Officer

Action: Accept report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

The City will be presenting its oral arguments before the State Supreme Court on March 7, 2006 on the promotion Rules for Firefighters.

Commissioner Morgan R. Gorrono requested a commendation from the Civil Service Commission for Sgt. Joseph Bannon who retired from the San Francisco Police Department.

The General Services Administration has appointed Steve Nakajima their Human Resources Director.

Fred Abadi, the newly appointed Department of Public Works Director will begin work on March 7, 2006.

ADJOURNMENT

6:00 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

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03-15-07A11:05

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
March 20, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

SPECIAL ORDER OF BUSINESS AGENDA – 6:00 P.M.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

COMMISSIONERS' NEW BUSINESS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 20, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of March 6, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0133-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4090-05/06	Public Utilities Commission	$1,200,000	Will provide coordination & work plan preparation; environmental document scoping; environmental background & field studies; alternatives analysis; preparation of draft environmental documents; public review & comment.	Regular	05/31/09
4091-05/06	City Planning	$270,000	Will provide historical documentation of neighborhoods & individual buildings specifically for the Market & Octavia Area Plan.	Regular	12/31/07
4092-05/06	City Planning	$100,000	Will provide studies & analyses for the adoption of a Visitacion Valley/Schlage Lock Redevelopment Project Area.	Regular	06/30/07
4093-05/06	Public Utilities Commission	$2,500,000	Will design, build & install 300 kilowatts at Woods Motor Division, 1001 Indiana & MUNI, 700 Pennsylvania.	Regular	01/01/08
4077-04/05	Public Utilities Commission	Increase Amount $150,000 New Amount $450,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater, natural resources and such other areas as may be directed.	Regular	06/30/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(6) Request by Zacarias Sablay, Jr. for consideration to remove a departmental ban - Department of Public Health. (File No. 0134-06-5) – Action Item

Recommendation: Adopt the staff report. Approve removal of departmental ban working for the Department of Public Health.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0135-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4094-05/06	Emergency Communications	$1,350,000	Will install, train, and service software and hardware to enable interoperability with the Northern California Regional Terrorism Threat Assessment Center.	Regular	03/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (File No. 0270-05-6) – Action Item

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of the Municipal Transportation Agency.

March 6, 2006: Postpone to the meeting of March 20, 2006 at the request of Mohamed Hosny.

Recommendation: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Mohamed Hosny.

(9) Appeal by Ruth Amernick of the Human Resources Director's determination of insufficient evidence to support the complaint of retaliation, harassment and failure to accomodate. (File No. 0684-05-6) – Action Item

Recommendation of the Human Resources Director: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Ruth Amernick.

(10) Request to correct adopted Eligible List, List ID 52816, for Class 8444 Deputy Probation Officer to add candidate Wilbert Robles and remove Luis Robles to remedy an error. (File No. 0136-06-5) – Action Item

Recommendation of the Human Resources Director: Add name of candidate Wilbert Robles to 8444 Deputy Probation Officer adopted Eligible List (ID 52816) and delete name of candidate Luis Robles to remedy an error on the 8444 Deputy Probation Officer adopted Eligible List.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) **Determination of future employability: resignation with unsatisfactory service of exempt appointment of James Howard, Parking Bureau Chief (Job Code A006) Municipal Transportation Agency/DPT. (File No. 0128-04-7) - Action Item**

March 6, 2006: Postpone to the meeting of March 20, 2006 at the request of Michael Hinckley, Attorney.

Recommendation of the Director of Transportation: Adopt the staff report. Sustain the decision of the Director of Transportation; deny the appeal by James Howard.

SPECIAL ORDER OF BUSINESS – 6:00 P.M.

(12) **Appeal by Meta Adams of the Human Resources Director's determination of insufficient evidence to support the charges of harassment on the basis of religion and discrimination based on race. (File No. 0067-06-6) - Action Item**

Recommendation of the Human Resources Director: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Meta Adams.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(13) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

COMMISSIONERS' NEW BUSINESS AGENDA

(14) **Discussion on the State Supreme Court review of Professional Engineers in California Government v. Morales (2005) 134 Cal.App4th 15 and specifically the issue: "Did Proposition 35 . . . repeal by implication statutes limiting the state's authority to use private contractors to perform architectural and engineering services on public works projects and thus allow state agencies to choose to contract out such services, or did the initiative merely accord the Legislature the as-yet unexercised power to authorize private contracting in this area?"**

Consideration of participation as amicus curiae in pending litigation – *Professional Engineers in California Government v. Morales* (California Supreme Court, Case No. S139917; on appeal from decision of First District Court of Appeal, No. A108641, November 16, 2005, previously published at 134 Cal.App.4th 15) – (Item No. 0143-06-8) - Discussion and Possible Action

a. Public comment

b. Vote of whether to hold closed session pursuant to California Government Code sec. 54956.9 and San Francisco Administrative Code sec. 67.10(d). (ACTION)

c. Closed session

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION – Consideration of participation as amicus curiae in pending litigation pursuant to California Government Code sec. 54956.9 and San Francisco Administrative Code sec. 67.10(d) – *Professional Engineers in California Government v. Morales* (California Supreme Court, Case No. S139917; on appeal from decision of First District Court of Appeal, No. A108641, November 16, 2005, previously published at 134 Cal.App.4th 15) -- (DISCUSSION AND POSSIBLE ACTION)

d. Vote on whether to disclose closed session discussion pursuant to San Francisco Administrative Code sec. 67.12(a). (ACTION)

Recommendation: Open for discussion.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

0/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 20, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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MAR 24 2006
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PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda F. Richardson	Not Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Vice President Thomas T. Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 6, 2006

Action: Approve. (Vote of 3 to 0)

0133-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4090-05/06	Public Utilities Commission	$1,200,000	Will provide coordination & work plan preparation; environmental document scoping; environmental background & field studies; alternatives analysis; preparation of draft environmental documents; public review & comment.	Regular	05/31/09
4091-05/06	City Planning	$270,000	Will provide historical documentation of neighborhoods & individual buildings specifically for the Market & Octavia Area Plan.	Regular	12/31/07
4092-05/06	City Planning	$100,000	Will provide studies & analyses for the adoption of a Visitacion Valley/Schlage Lock Redevelopment Project Area.	Regular	06/30/07
4093-05/06	Public Utilities Commission	$2,500,000	Will design, build & install 300 kilowatts at Woods Motor Division, 1001 Indiana & MUNI, 700 Pennsylvania.	Regular	01/01/08
4077-04/05	Public Utilities Commission	Increase Amount $150,000 New Amount $450,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater, natural resources and such other areas as may be directed.	Regular	06/30/07

Speakers: Jim Howells and Robin Brewer, Public Utilities Commission spoke on PSC #4090-05/06.
Bonita Davenport-McGee and Mark Luellen, City Planning spoke on PSC #4091-05/06.
Bonita Davenport-McGee and Kenneth Rich, City Planning spoke on PSC #4092-05/06

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0134-06-5 **Request by Zacarias Sablay, Jr. for consideration to remove a departmental ban - Department of Public Health. (Item No. 6)**

Speakers: Lincoln Mah, Department of Public Health
Zacarias Sablay, Jr., Appellant

Action: Adopt the staff report. Approve removal of departmental ban working for the Department of Public Health. (Vote of 3 to 0)

0135-06-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4094-05/06	Emergency Communications	$1,350,000	Will install, train, and service software and hardware to enable interoperability with the Northern California Regional Terrorism Threat Assessment Center.	Regular	03/31/07

Speakers: Rob Dudgeon, Emergency Communications Department

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0270-05-6 Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (Item No. 8)

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of the Municipal Transportation Agency.

March 6, 2006: Postpone to the meeting of March 20, 2006 at the request of Mohamed Hosny.

Speakers: Elizabeth Jacobi, Department of Human Resources
Vernon Crawley, Municipal Transportation Agency-EEO Unit
Kerstin Magary, Municipal Transportation Agency
Criss Romero, IFPTE Local 21
Mohamed Hosny, Appellant
Dr. Ronald J. Hundenski, on behalf of Mohamed Hosny

Action: Postpone to the meeting of April 17, 2006. (Vote of 3 to 0)

0684-05-6 Appeal by Ruth Amernick of the Human Resources Director's determination of insufficient evidence to support the complaint of retaliation, harassment and failure to accommodate. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of June 19, 2006 at the request of Ruth Amernick. (Vote of 3 to 0)

0136-06-5 **Request to correct adopted Eligible List, List ID 52816, for Class 8444 Deputy Probation Officer to add candidate Wilbert Robles and remove Luis Robles to remedy an error. (Item No. 10)**

Speakers: Elizabeth Jacobi, Department of Human Resources

Action: Add name of candidate Wilbert Robles to 8444 Deputy Probation Officer adopted Eligible List (ID 52816) and delete name of candidate Luis Robles to remedy an error on the 8444 Deputy Probation Officer adopted Eligible List. (Vote of 3 to 0)

0128-04-7 **Determination of future employability: resignation with unsatisfactory service of exempt appointment of James Howard, Parking Bureau Chief (Job Code A006) Municipal Transportation Agency/DPT. (Item No. 11)**

March 6, 2006: Postpone to the meeting of March 20, 2006 at the request of Michael Hinckley, Attorney.

Speakers: None.

Action: Postpone to the meeting of May 15, 2006 at the request of the Municipal Transportation Agency. (Vote of 3 to 0)

0067-06-6 **Appeal by Meta Adams of the Human Resources Director's determination of insufficient evidence to support the charges of harassment on the basis of religion and discrimination based on race. (Item No. 12)**

Speakers: None.

Action: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Meta Adams. (Vote of 3 to 0) Meta Adams failed to appear.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 13)

No updates.

COMMISSIONERS' NEW BUSINESS AGENDA

0143-06-8 **Discussion on the State Supreme Court review of Professional Engineers in California Government v. Morales (2005) 134 Cal.App4th 15 and specifically the issue: "Did Proposition 35 . . . repeal by implication statutes limiting the state's authority to use private contractors to perform architectural and engineering services on public works projects and thus allow state agencies to choose to contract out such services, or did the initiative merely accord the Legislature the as-yet unexercised power to authorize private contracting in this area?" (Item No. 14)**

Consideration of participation as amicus curiae in pending litigation – *Professional Engineers in California Government v. Morales* (California Supreme Court, Case No. S139917; on appeal from decision of First District Court of Appeal, No. A108641, November 16, 2005, previously published at 134 Cal.App.4th 15)

a. Public comment
None.

b. Vote of whether to hold closed session pursuant to California Government Code sec. 54956.9 and San Francisco Administrative Code sec. 67.10(d). **(ACTION)**
The Commission voted to conduct a closed session. (Vote of 3 to 0)

c. **Closed session began at 4:55 p.m. with the following present:**
Vice President Thomas T. Ng
Commissioner Donald Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Sandra Eng, Civil Service Commission
Gloria Sheppard, Civil Service Commission

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION – Consideration of participation as amicus curiae in pending litigation pursuant to California Government Code sec. 54956.9 and San Francisco Administrative Code sec. 67.10(d) – *Professional Engineers in California Government v. Morales* (California Supreme Court, Case No. S139917; on appeal from decision of First District Court of Appeal, No. A108641, November 16, 2005, previously published at 134 Cal.App.4th 15) -- (DISCUSSION AND POSSIBLE ACTION)

Closed session ended at 5:18 p.m.
Reconvened in open session at 5:19 p.m.

d. Vote on whether to disclose closed session discussion pursuant to San Francisco Administrative Code sec. 67.12(a). (ACTION)

The Commission voted not to disclose closed session discussion. (Vote of 3 to 0)

Action: No action taken.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

6:02 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

3/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
MAR 3 1 2006
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
of
April 3, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

03-31-07A10:03 RCVD

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

5 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 3, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of March 20, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0163-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-05/06	Public Works	$106,015	Will provide historic preservation consulting services to redevelop the Old Mint Building as mandated by the Programmatic Agreement, ("PA"), Stipulation C.2.	Regular	03/19/08
4096-05/06	Public Health	$560,000	Will provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic apheresis) services.	Regular	06/30/10
4097-05/06	Public Health – Community Health Network	$10,000,000	Will provide health insurance to children, the families they come from, and young adults ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids insurance program.	Regular	06/30/08
4098-05/06	Tele-communications & Information Services	$1,500,000	Will administer a technical training program and provide training in personal computer software and other information technologies used in City government.	Regular	12/31/09
4099-05/06	Commission on the Status of Women	$59,900	Will conduct a Safety and Accountability Audit of City and County of San Francisco departments and community based agencies regarding the safety of those experiencing intimate partner violence.	Regular	12/31/06
4100-05/06	Municipal Transportation Agency	$99,990	Will provide off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for MTA employees & contractors in compliance with DOT/FTA regulations.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Department of Telecommunications and Information Services' six month Report on PSC #4018-05/06. (File No. 0164-06-8) – Discussion and Possible Action.**

September 6, 2005: Conditional approval on PSC #4018-05/06; IFPTE Local 21 is agreeable to removing its protests/concerns about the contract; The Department of Telecommunications and Information Services and Local 21 have agreed to meet to discuss their staffing plan and approach to filling these vacancies along with the training that's needed; and the Department of Telecommunications and Information Services will report to the Commission every six months until the two positions are filled with permanent in-house staff. Notify the offices of the Controller and the Purchaser.

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(7) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(8) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(10) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
April 3, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Arrived at 2:10 p.m. Missed Items 1,2,3,4 and part of 5.)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES – Action Item

Regular Meeting of March 20, 2006

Action: Approve. (Vote of 4 to 0)

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

0163-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-05/06	Public Works	$106,015	Will provide historic preservation consulting services to redevelop the Old Mint Building as mandated by the Programmatic Agreement, ("PA"), Stipulation C.2.	Regular	03/19/08
4096-05/06	Public Health	$560,000	Will provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic apheresis) services.	Regular	06/30/10
4097-05/06	Public Health – Community Health Network	$10,000,000	Will provide health insurance to children, the families they come from, and young adults ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids insurance program.	Regular	06/30/08
4098-05/06	Tele-communications & Information Services	$1,500,000	Will administer a technical training program and provide training in personal computer software and other information technologies used in City government.	Regular	12/31/09
4099-05/06	Commission on the Status of Women	$59,900	Will conduct a Safety and Accountability Audit of City and County of San Francisco departments and community based agencies regarding the safety of those experiencing intimate partner violence.	Regular	12/31/06
4100-05/06	Municipal Transportation Agency	$99,990	Will provide off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for MTA employees & contractors in compliance with DOT/FTA regulations.	Regular	06/30/09

Speakers: Hala Hihazi, Department of Public Works spoke on PSC #4095-05/06.
Galen Leung, Department of Public Health spoke on PSC #4096-05/06.
Galen Leung and Jim Soos, Department of Public Health spoke on PSC #4097-05/06.
Richard Eijima, Commission on the Status of Women spoke on PSC #4099-05/06.

Action: Adopt the Human Resources Director's report on PSC #4098-05/06 and PSC #4100-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0164-06-8 **Department of Telecommunications and Information Services' six month Report on PSC #4018-05/06. (Item No. 6)**

September 6, 2005: Conditional approval on PSC #4018-05/06; IFPTE Local 21 is agreeable to removing its protests/concerns about the contract; The Department of Telecommunications and Information Services and Local 21 have agreed to meet to discuss their staffing plan and approach to filling these vacancies along with the training that's needed; and the Department of Telecommunications and Information Services will report to the Commission every six months until the two positions are filled with permanent in-house staff. Notify the offices of the Controller and the Purchaser.

Speakers: Edna Ho, Department of Telecommunications & Information Services

Action: Accept the report regarding PSC #4018-05/06. The Department of Telecommunications and Information Services will continue to report to the Commission every six months until the two positions are filled with permanent in-house staff.
(Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 7)

No updates.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

2:40 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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04-13-07A11:11 RCVD

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 17, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

SPECIAL ORDER OF BUSINESS – 5:00P.M.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 17, 2006
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of April 3, 2006

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0181-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4101-05/06	Public Utilities Commission	$9,900,000	Will assess potential renewable advanced energy generation and storage technologies; plan and design energy connection, distribution and transmission facilities related to specific energy projects; and evaluate and prepare environmental documents.	Regular	09/30/11
4102-05/06	Telecommunications & Information Services	$87,500	Will assess compliance with cable franchise technical requirements, including FCC performance standards, cable franchise performance standards and State, national and local construction requirements; and advise on requirements in subsequent franchises.	Regular	02/28/08
4103-05/06	Telecommunications & Information Services	$125,000	Will evaluate the City's radio systems and provide the detail of the mode and schedule of implementation to do the required system reconfiguration.	Regular	12/31/06
4104-05/06	Administrative Services	$220,000	Will provide financial advisory services for the San Francisco Public Utilities Commission, which will include financial and legal analyses to size, price and market bonds effectively to achieve the lowest borrowing cost to the City.	Regular	08/01/07
4013-04/05	Airport Commission	Increase Amount $25,000 New Amount $550,000	Will provide an update of the Airport's public parking rate model, which was developed in FY 2003/04, to reflect changes in the Airport's parking facilities and overall demand for parking and to provide a revenue analysis report.	Regular	06/30/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2006-2007. (File No. 0182-06-3) – Action Item

Recommendation: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2006.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0183-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-05/06	City Attorney	$4,000,000	Will provide copying & scanning of large volume confidential documents & highly sensitive files at offsite locations with their own equipment. Will also provide reproduction & copying of various documents and provide expedited service of bound documents.	Regular	03/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (File No. 0270-05-6) – Action Item

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of the Municipal Transportation Agency.

March 6, 2006: Postpone to the meeting of March 20, 2006 at the request of Mohamed Hosny.

March 20, 2006: Postpone to the meeting of April 17, 2006.

Recommendation: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Mohamed Hosny.

(9) Recognition of the accomplishments of Edward J. Boyd, first African-American Civil Service Commission professional as Senior Personnel Analyst. (File No. 0184-06-1) – Action Item

Recommendation: Accept report; Prepare a suitable commendation to be tendered to Mr. Edward F. Boyd as a token of recognition of his achievements.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(11) Progress Report – Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2006-07 in accordance with Charter Section A8.409-1. (File No. 0108-06-1) – Action Item

March 6, 2006: Accept the report.

Recommendation: Open for discussion.

SPECIAL ORDER OF BUSINESS – 5:00 P.M.

(12) Draft proposed amendments to existing Civil Service Commission Rules affecting Miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (File No. 0656-05-5) – Action Item

November 21, 2005: Postpone to the meeting of January 17, 2006.

January 17, 2006: Postpone to the meeting of February 6, 2006 after 5:00 p.m. in response to request from affected employees.

February 6, 2006: Postpone to the meeting of February 21, 2006 for posting.

February 21, 2006: Post proposed amendments to Civil Service Commission Rules 110 and 410 Examination Announcements and Applicants.

Recommendation: Adopt; The Human Resources Director and the Director of Transportation/Designee shall submit a report to the Civil Service Commission on the implementation and operation of the amended Rules in six (6) months.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
April 17, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Not Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Michael Seymore, Municipal Transportation Agency employee spoke on the 7318 Electronic Maintenance Technician position. He is concerned about the fact that provisional employees are holding positions where there is an eligible list available.

APPROVAL OF MINUTES

Regular Meeting of April 3, 2006

Action: Postpone to the meeting of May 1, 2006. (Vote of 3 to 0)

0181-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4101-05/06	Public Utilities Commission	$9,900,000	Will assess potential renewable advanced energy generation and storage technologies; plan and design energy connection, distribution and transmission facilities related to specific energy projects; and evaluate and prepare environmental documents.	Regular	09/30/11
4102-05/06	Telecommunications & Information Services	$87,500	Will assess compliance with cable franchise technical requirements, including FCC performance standards, cable franchise performance standards and State, national and local construction requirements; and advise on requirements in subsequent franchises.	Regular	02/28/08
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4013-04/05	Airport Commission	Increase Amount $25,000 New Amount $550,000	Will provide an update of the Airport's public parking rate model, which was developed in FY 2003/04, to reflect changes in the Airport's parking facilities and overall demand for parking and to provide a revenue analysis report.	Regular	06/30/07

Speakers: Milicent Bogert, Public Utilities Commission spoke on PSC #4101-05/06.
John Marquez and Kevin Kone, Airport Commission spoke on PSC #4013-04/05.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0182-06-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2006-2007. (Item No. 6)**

Speakers: Rich David, Department of Human Resources
Ed Warshauer, SEIU Local 790

Action: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2006. (Vote of 3 to 0)

0183-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-05/06	City Attorney	$4,000,000	Will provide copying & scanning of large volume confidential documents & highly sensitive files at offsite locations with their own equipment. Will also provide reproduction & copying of various documents and provide expedited service of bound documents.	Regular	03/31/07

Speakers: Mary Jane Winslow, Office of the City Attorney

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0270-05-6 **Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (Item No. 8)**

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of the Municipal Transportation Agency.

March 6, 2006: Postpone to the meeting of March 20, 2006 at the request of Mohamed Hosny.

March 20, 2006: Postpone to the meeting of April 17, 2006.

Note: Commissioner Alicia D. Becerril and President Linda F. Richardson certified that they had listened to the audio tapes and reviewed the material from the meeting of March 20, 2006.

Speakers: Elizabeth Jacobi, Department of Human Resources
Vernon Crawley, Municipal Transportation Agency-EEO Unit
Criss Romero, IFPTE Local 21
Mohamed Hosny, Appellant
Dr. Ronald J. Hundenski, on behalf of Mohamed Hosny
Candy Heurlin, Municipal Transportation Agency

Action: Postpone to the meeting of June 19, 2006. The Commission directed the Municipal Transportation Agency to submit a comprehensive review of any upgrades or requests for upgrades from Job Code 1823 to Job Code 1824 in terms of classification review, approval or denial; date of approval or denial; whether the position was budgeted, whether the position was filled, how the position was filled, whether or not the freeze affected any of those requests and the names of persons submitting the requests from January 1, 2001 to 2006. (Vote of 3 to 0)

0184-06-1 **Recognition of the accomplishments of Edward J. Boyd, first African-American Civil Service Commission professional as Senior Personnel Analyst. (File No. 9)**

Speakers: Kate Favetti, Executive Officer

Action: Accept report; Prepare a suitable commendation to be tendered to Mr. Edward F. Boyd as a token of recognition of his achievements. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 10)

The Commission voted to hear this item out of order. (Vote of 3 to 0)

Philip Ginsburg, Human Resources Director reported as follows:

(1) Shared copies of the San Francisco Examiner for April 17, 2006 which included a kick-off of a recruitment campaign that the Department of Human Resources created for City employment tied to our centennial celebrations. The ad will run for the next several months, possibly on MUNI buses and other locations.

(2) Department of Human Resources has been partnering with the Office of Emergency Services on a Disaster Service Worker Program. The program is designed to make sure all City employees, Commissioners and Elected Officials understand their role as disaster service workers, which is a State requirement that public sector employees are available to respond in an emergency. He distributed identification badges to the Commissioners. Ultimately, all 2700 City employees will have their own badge which identifies them as City employees and identify their role and responsibility in an emergency.

(3) Beginning in May, under the leadership of Donna Kotake, Paul VanHouten and the Work Force Development Team will implement a program called 24 Plus. This is in response to the Mayor's directive that all newly hired supervisors and managers receive 24 hours of training in their first six months of employment. This is not limited to new supervisors or managers. The program composes six modules over six half-day sessions on supervision management and leadership and will be held on a monthly basis through the fiscal year and then twice monthly. There will also be a monthly two-hour round table for managers to come and get on-going training and advice on how to handle specific situations.

(4) In response to Commissioner Becerril's question regarding timely evaluations, he pointed out Module 4 in the handout entitled "Planning Performance".

(5) They will be going to the Board of Supervisors within the next to weeks to request a release of reserves (the Department of Human Resources has $150,000 on reserve) for a classification study. The project goals for this study also comes out of DHR's Civil Service Reform recommendations to create an overall strategy for improvement of the class plan to identify best practices, to develop better analytical tools for searching and comparing KSA's in various classes.

(6) He reported that DHR Managing Deputy Director, Ted Yamasaki, has been selected by Human Resource Executive Magazine as one of seven national "Rising Stars" in the HR Profession. In selecting Ted, Human Resource Executive considered hundreds of nominations from Human Resource Directors in both the public and private sectors all across the country. The Civil Service Commission conveyed its congratulations to Mr. Yamasaki and will prepare a commendation to be presented at a later date.

EXECUTIVE OFFICER'S REPORT

0108-06-1 **Progress Report – Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2006-07 in accordance with Charter Section A8.409-1. (Item No. 6)**

March 6, 2006: Accept the report.

Speakers: Anita Sanchez, Assistant Executive Officer
Richard Rothman, SEIU Local 790

Action: Accept the report. (Vote of 3 to 0)

SPECIAL ORDER OF BUSINESS – 5:00 P.M.

0656-05-5 **Draft proposed amendments to existing Civil Service Commission Rules affecting Miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (Item No. 12)**

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February 21, 2006: Post proposed amendments to Civil Service Commission Rules 110 and 410 Examination Announcements and Applicants.

Speakers: Richard Rothman, SEIU Local 790

Action: Adopt; The Human Resources Director and the Director of Transportation/Designee shall submit a report to the Civil Service Commission on the implementation and operation of the amended Rules in six (6) months. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

6:00 p.m.

Adjourned in memory of Commissioner Arthur Jackson who served as President of the Taxi Commission and President of the Health Commission from 1993 – 1995.

Commissioner Alicia D. Becerril stated that Mr. Jackson's latest project was to work on the Homeless Project for San Francisco along with Angela Alioto who referred to him as her brother. He was so generous with his time and used his talents for the betterment of the whole city.

President Linda F. Richardson added that Mr. Jackson was an inspiration throughout the time he served. Even though he had health challenges of his own, he lent himself to the community at large and has been a mentor and advisor to many administrations.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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EXECUTIVE OFFICER

AGENDA

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Regular Meeting
of
May 1, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 1, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of April 3, 2006

May 17, 2006: Postpone to the meeting of May 1, 2006.

Recommendation: Approve.

Regular Meeting of April 17, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0253-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-06/07	Arts Commission	$1,400,642	Will perform concerts that will take place at the San Francisco Davies Symphony Hall in July-August, 2006, with a free concert at a public park, in accordance with the City Charter.	Annual	03/31/07
1001-06/07	Office of the Sheriff	$250,000	Will provide home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	Annual	06/30/07
1002-06/07	Office of the Sheriff	$200,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants where such transportation would require overnight lodging of the prisoners.	Annual	06/30/07
1003-06/07	Administrative Services – Animal Care and Control	$57,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Annual	06/30/07
2000-05/06	Human Services	$289,000	Will provide support services for the Department which will include but not limited to the following: legal process service, courier service, credit check, and recycling and shredding of paper products.	Continuing	06/30/09
2001-05/06	Human Services	$9,600,000	Will provide security services for 12 department facilities consisting of but not limited to controlling access to various areas, checking credentials of those seeking admittance, monitoring surveillance equipment, and responding to emergencies.	Continuing	06/30/09
4106-05/06	Mayor's Office of Housing	$70,000	Will prepare Environmental Review Records, Environmental Assessments and Environmental Impact Statements for the Mayor's Office of Housing and the Mayor's Office of Community Development, under the National Environmental Policy Act.	Regular	06/30/07
4107-05/06	Municipal Transportation Agency	$72,000	Will provide professional parking garage management services at the Mission Bartlett Garage.	Regular	05/31/12
4108-05/06	Municipal Transportation Agency	$3,550,000	Will rehabilitate the twelve (12) 1991 New Flyers Articulated Diesel Coaches for the Municipal Transportation Agency.	Regular	12/31/07
4109-05/06	Human Resources	$150,000	Will provide classification consulting services which include assessment of the appropriateness and effectiveness of the current Classification Plan; best practices review, summary document with findings, recommendations, & plan on how to update the Plan.	Regular	12/31/06

4098-03/04	Municipal Transportation Agency	Increase Amount $1,096,743 New Amount $2,298,627	Will provide a broad range of specialized vehicle engineering services, testing, administrative support, management and on-site inspection services, quality assurance, documentation in support of SF Muni Railway Electric Trolley Bus Procurement Project.	Regular	10/14/07

Recommendation of the Human Resources Director: Withdraw PSC #4098-03/04 at the request of the Municipal Transportation Agency; Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Determination of future employability: dismissal of permanent civil service appointment of Lisa Fernandez, Clerk Typist (Job Code 1426) City Planning Department. (File No. 0709-05-7) - Action Item

Recommendation of the Human Resources Director: Cancel any current examination and eligibility status; No future employment with the City & County of San Francisco.

(7) Determination of future employability: automatic resignation of permanent civil service appointment of Glenn Dillard, Stationary Engineer (Job Code 7372) Public Utilities Commission. (File No. 0066-04-7) - Action Item

Recommendation of the Human Resources Director: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Public Utilities Commission.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(8) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(9) **Final Report – Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2006-07 in accordance with Charter Section A8.409-1. (File No. 0108-06-1) – Action Item**

March 6, 2006: Accept the report.

April 17, 2006: Accept the report.

Recommendation: Accept report. Certify salary and benefits of elected officials no later than May 15, 2006.

(10) **Report on Pending Appeals as of April 21, 2006. (File No. 0254-06-1) – Discussion and Possible Action.**

Recommendation: Open for discussion.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(13) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
May 1, 2006

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Linda F. Richardson	Present (Missed Items 1,2,3,4,5)
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Missed Items 1,2,3,4)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Vice President Thomas T. Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of April 3, 2006

May 17, 2006: Postpone to the meeting of May 1, 2006.

Action: Approve. (Vote of 3 to 0)

Regular Meeting of April 17, 2006

Action: Approve. (Vote of 3 to 0; Commissioners Gorrono and Ng recused.)

0253-06-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-06/07	Arts Commission	$1,400,642	Will perform concerts that will take place at the San Francisco Davies Symphony Hall in July-August, 2006, with a free concert at a public park, in accordance with the City Charter.	Annual	03/31/07
1001-06/07	Office of the Sheriff	$250,000	Will provide home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	Annual	06/30/07
1002-06/07	Office of the Sheriff	$200,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants where such transportation would require overnight lodging of the prisoners.	Annual	06/30/07
1003-06/07	Administrative Services – Animal Care and Control	$57,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Annual	06/30/07
2000-05/06	Human Services	$289,000	Will provide support services for the Department which will include but not limited to the following: legal process service, courier service, credit check, and recycling and shredding of paper products.	Continuing	06/30/09
2001-05/06 *Over to 5/15/06*	Human Services	$9,600,000	Will provide security services for 12 department facilities consisting of but not limited to controlling access to various areas, checking credentials of those seeking admittance, monitoring surveillance equipment, and responding to emergencies.	Continuing	06/30/09
4106-05/06	Mayor's Office of Housing	$70,000	Will prepare Environmental Review Records, Environmental Assessments and Environmental Impact Statements for the Mayor's Office of Housing and the Mayor's Office of Community Development, under the National Environmental Policy Act.	Regular	06/30/07
4107-05/06 *Over to 5/15/06*	Municipal Transportation Agency	$72,000	Will provide professional parking garage management services at the Mission Bartlett Garage.	Regular	05/31/12
4108-05/06	Municipal Transportation Agency	$3,550,000	Will rehabilitate the twelve (12) 1991 New Flyers Articulated Diesel Coaches for the Municipal Transportation Agency.	Regular	12/31/07
4109-05/06	Human Resources	$150,000	Will provide classification consulting services which include assessment of the appropriateness and effectiveness of the current Classification Plan; best practices review, summary document with findings, recommendations, & plan on how to update the Plan.	Regular	12/31/06
4098-03/04 *Withdrawn*	Municipal Transportation Agency	Increase Amount $1,096,743 New Amount $2,298,627	Will provide a broad range of specialized vehicle engineering services, testing, administrative support, management and on-site inspection services, quality assurance, documentation in support of SF Muni Railway Electric Trolley Bus Procurement Project.	Regular	10/14/07

Speakers: Richard Newirth, Arts Commission spoke on PSC #1000-06/07
David Curto, Department of Human Services spoke on PSC #2001-05/06

Action:

1. Postpone PSC #2001-05/06 to the meeting of May 15, 2006. (Vote of 4 to 0)
2. Postpone PSC #4107-05/06 to the meeting of May 15, 2006 and withdraw PSC #4098-03/04 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)
3. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0709-05-7 **Determination of future employability: dismissal of permanent civil service appointment of Lisa Fernandez, Clerk Typist (Job Code 1426) City Planning Department. (Item No. 6)**

Speakers: Paul Zarefsky, Deputy City Attorney.

Action: Cancel any current examination and eligibility status; No future employment with the City & County of San Francisco. (Vote of 5 to 0) Lisa Fernandez failed to appear.

0066-04-7 **Determination of future employability: automatic resignation of permanent civil service appointment of Glenn Dillard, Stationary Engineer (Job Code 7372) Public Utilities Commission. (Item No. 7)**

Speakers: None.

Action: Postpone to the meeting of June 5, 2006. (Vote of 5 to 0)

General Update of the Department of Human Resources Activities and Issues. (Item No. 8)

The Department of Human Resources is continuing to work on implementing a number of the goals and recommendations in the Civil Service Reform Report. By the end of this fiscal year they hope to have their policies and procedures done for the sixty-day testing pilot program.

The Workforce Development Team has recently completed a benchmark survey of all city departments, a document to report on how well we're doing in reaching the Mayor's directive to give a performance evaluation to every employee in City government.

He reminded the Commission of 24 Plus, a training initiative that will be unveiled in the month of May, in which a department can send supervisors and managers to a 6-Unit half day curriculum on supervisory management training in furtherance of the Mayor's directive.

The Department of Human Resources is also coming along quite well on the University Project. City University is a concept to expand professional development opportunities way beyond the training that DHR is capable of doing in-house.

The RFP process has been completed for on-line applications which will be brand new technology that will not only include applications but requisitions from the on-line applications process through the tracking of the application through the selection process.

Kerry Ko, Department of Human Resources stated that the personal service contract approved today will allow for us to take a new look at our classification plan.

EXECUTIVE OFFICER'S REPORT

0108-06-1 **Final Report – Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2006-07 in accordance with Charter Section A8.409-1. (Item No. 9)**

March 6, 2006: Accept the report.

April 17, 2006: Accept the report.

Speakers: Anita Sanchez, Assistant Executive Officer

Action: Accept report. Certify salary and benefits of elected officials no later than May 15, 2006. (Vote of 5 to 0)

0254-06-1 **Report on Pending Appeals as of April 21, 2006. (Item No. 10)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. The Commission requested a detailed report on the status of all outstanding appeals filed before 2004 and when a resolution is anticipated; the Municipal Transportation Agency to provide a report with regards to the status of all appeals on battery pay for the meeting of June 5, 2006. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

3:44 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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AGENDA

Regular Meeting
of
May 15, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 15, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 1, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0253-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-05/06	Human Services	$9,600,000	Will provide security services for 12 department facilities consisting of but not limited to controlling access to various areas, checking credentials of those seeking admittance, monitoring surveillance equipment, and responding to emergencies.	Continuing	06/30/09
4107-05/06	Municipal Transportation Agency	$72,000	Will provide professional parking garage management services at the Mission Bartlett Garage.	Regular	05/31/12

May 1, 2006: Postpone to the meeting of May 15, 2006.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0293-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4111-05/06	Public Utilities Commission	$550,000	Will conduct AAR and CER for up to 10 groundwater well stations in Northern San Mateo County. Will screen and identify potential groundwater well sites and develop water well station CER including well pump, groundwater treatment and distribution.	Regular	12/15/08
4112-05/06	Public Utilities Commission	$500,000	Will provide Water Saver Program that offers payments for water-saving projects involving replacement of existing equipment or processes with new, high-efficiency equipment or systems in the SFPUC retail service territory.	Regular	05/31/07
4113-05/06	Public Utilities Commission	$450,000	Will provide coordination & work plan preparation; environmental document scoping; environmental background and field studies; alternative analysis; preparation of draft environmental documents; public review of documents; & response to public comment.	Regular	05/31/09
4114-05/06	Public Utilities Commission	$300,000	Will install 30 kW at Maxine Hall Medical Center at 1301 Pierce and Chinatown Branch Library at 1135 Powell.	Regular	11/30/07
4115-05/06	Public Utilities Commission	$9,800,000	Will perform detailed analyses of facility energy use and provide energy-efficiency retrofit recommendations and cost-benefit analysis for HVAC, controls, and lighting retrofits.	Regular	09/30/13

4116-05/06	Public Health	$7,505,000	Will provide temporary laundry services for Laguna Honda Hospital & San Francisco General Hospital. Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	06/30/08
4117-05/06	Fire	$4,465,000	Will provide complete billing and collection services for all Fire Department paramedic ambulance activities. Services include but are not limited to data input, scanning and entry of paper Pre-hospital Care Records.	Regular	06/30/10
4118-05/06	Port	$150,000	Will research, analyze and assess the historic resource eligibility, as well as physical condition of 30 structures, buildings and features at the Port's 65 acre Pier 70 property.	Regular	07/01/07
4119-05/06	Controller's Office	$350,000	Will conduct local sales and use tax audits of State Board of Equalization records and provide legislative analyses, identify and correct sales and use tax allocation errors, and develop and maintain a database of sales tax information.	Regular	07/30/11
4120-05/06	Public Works	$900,000	Will provide financial consulting services in facilities acquisition in conjunction with Mission Bay Development-Community Facilities District No. 4 & 6.	Regular	08/14/11
4121-05/06	Telecommunications & Information Services	$275,000	Will install backup radio receiver-transmitter for 800 MHZ and DPW radio systems and provide contract administration, contract design review, training, audit and acceptance testing.	Regular	11/30/06
4122-05/06	District Attorney	$90,000	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/07
4072-05/06	Controller's Office	Increase Amount $900,000 New Amount $1,900,000	Will perform a comprehensive transit service planning analysis for the San Francisco Metropolitan Transportation Authority to develop recommendations to increase service efficiency and effectiveness.	Regular	01/31/08
4112-02/03	Controller's Office	Increase Amount $200,000 New Amount $540,000	Will provide on-line payroll services and convert on-line and automated phone information systems to enable employees to access payroll statements and payroll information through a website or phone.	Regular	06/30/08
4114-02/03	Controller's Office	Increase Amount $90,000 New Amount $261,250	Will provide technical writing services for the Controller's Payroll Personnel Services for payroll system user guides, technical manuals, information bulletins, and other technical documents.	Regular	06/30/08
4127-02/03	Controller's Office	Increase Amount $155,000 New Amount $395,000	Will work with the State Controller's staff in the research and preparation of detailed SB-90 cost claims on behalf of the City & County to recover costs related to compliance with state mandates.	Regular	06/30/08

Note: PSC #4116-05/06 to be heard after 5:00 p.m. at the request of SEIU United Health Workers West.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Proposed Secondary Criteria for Q – 50 Sergeant's examination at the San Francisco Police Department. (File No. 0294-05-1) – Action Item

Recommendation: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 50 Sergeant.

(8) Appeal by Merrie Lee Irwin of the Human Resources Director's determination of insufficient evidence to sustain the charge of failure to provide reasonable accommodation. (File No. 0734-05-6) – Action Item

Recommendation: Adopt report. Sustain the decision of the Human Resources Director; deny the appeal by Merrie Lee Irwin.

(9) Appeal by June Waechtler of the Human Resources Director's determination of insufficient evidence to sustain the charge of a hostile work environment due to sex. (File No. 0198-05-6) – Action Item

Recommendation: Postpone to the meeting of June 5, 2006 at the request of June Waechtler.

(10) Appeal by Glenn Brotman of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Operations Coordinator from 0922 Manager I to 0923 Manager II. (File No. 0138-05-2) – Action Item

Recommendation: Deny the appeal by Glenn Brotman; Adopt the Department of Human Resources staff report and approve the classification action (MCCP File No. 27-096) of Airport Operations Coordinator as 0922 Manager I.

(11) Appeal by Bill Maher of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Regulatory Affairs Manager from 0931 Manager III to 0933 Manager V. (File No. 0388-05-2) – Action Item

Recommendation: Deny the appeal by Bill Maher; Adopt the Department of Human Resources staff report and approve the classification action (MCCP File No. 27-109) of Airport Regulatory Affairs Manager as 0931 Manager III.

(12) Appeal by Dennis Reed of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Operations Coordinator from 0922 Manager I to 0923 Manager II. (File No. 0137-05-2) – Action Item

Recommendation: Deny the appeal by Dennis Reed; Adopt the Department of Human Resources staff report and approve the classification action (MCCP File No. 27-031) of Airport Operations Coordinator as 0922 Manager I.

(13) Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2006-07 in accordance with Charter Section A8.409-1. (File No. 0108-06-1) – Action Item

March 6, 2006: Accept the report.

April 17, 2006: Accept the report.

May 1, 2006: Accept report. Certify salary and benefits of elected officials no later than May 15, 2006.

Recommendation: Open for discussion; certify salary and benefits of elected officials; forward to the Mayor's Office for inclusion in the Fiscal Year 2006-07 Budget being transmitted to the Board of Supervisors on June 1, 2006.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(14) Determination of future employability: resignation with unsatisfactory service of exempt appointment of James Howard, Parking Bureau Chief (Job Code A006) Municipal Transportation Agency/DPT and Protective Services Supervisor (Job Code 2944), Human Services Agency. (File No. 0128-04-7) - Action Item

March 6, 2006: Postpone to the meeting of March 20, 2006 at the request of Michael Hinckley, Attorney.

March 20, 2006: Postpone to the meeting of May 15, 2006 at the request of the Municipal Transportation Agency.

Recommendation of the Director of Transportation: No future employment with the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(15) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(16) **General Update on the Status of Civil Service Commission Goals and Objectives as of April 30, 2006. (File No. 0295-06-1)**

Recommendation: Accept the report.

(17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(19) **ADJOURNMENT**

Adjourn in memory of Sergeant Darryl Tsujimoto, San Francisco Police Department, who died on May 2, 2006.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
May 15, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:03 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Rosabella Safont requested that PSC #4107-05/06 be severed from the Ratification Agenda.

APPROVAL OF MINUTES

Regular Meeting of May 1, 2006

Action: Approve. (Vote of 4 to 0)

0253-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-05/06	Human Services	$9,600,000	Will provide security services for 12 department facilities consisting of but not limited to controlling access to various areas, checking credentials of those seeking admittance, monitoring surveillance equipment, and responding to emergencies.	Continuing	06/30/09
4107-05/06	Municipal Transportation Agency	$72,000	Will provide professional parking garage management services at the Mission Bartlett Garage.	Regular	05/31/12

May 1, 2006: Postpone to the meeting of May 15, 2006.

Speakers: Dave Curto, Department of Human Services spoke on PSC #2001-05/06.
Steve Lee, Municipal Transportation Agency and Rosabella Safont, Mission Economic Development Association spoke on PSC #4107-05/06.

Action: Adopt the Human Resources Director's report on PSC #2001-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Gorrono dissents.)
Adopt the Human Resources Director's report on PSC #4107-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0293-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4111-05/06	Public Utilities Commission	$550,000	Will conduct AAR and CER for up to 10 groundwater well stations in Northern San Mateo County. Will screen and identify potential groundwater well sites and develop water well station CER including well pump, groundwater treatment and distribution.	Regular	12/15/08
4112-05/06	Public Utilities Commission	$500,000	Will provide Water Saver Program that offers payments for water-saving projects involving replacement of existing equipment or processes with new, high-efficiency equipment or systems in the SFPUC retail service territory.	Regular	05/31/07
4113-05/06	Public Utilities Commission	$450,000	Will provide coordination & work plan preparation; environmental document scoping; environmental background and field studies; alternative analysis; preparation of draft environmental documents; public review of documents; & response to public comment.	Regular	05/31/09
4114-05/06	Public Utilities Commission	***$500,000***	Will install 30 kW at Maxine Hall Medical Center at 1301 Pierce and Chinatown Branch Library at 1135 Powell.	Regular	11/30/07
4115-05/06	Public Utilities Commission	$9,800,000	Will perform detailed analyses of facility energy use and provide energy-efficiency retrofit recommendations and cost-benefit analysis for HVAC, controls, and lighting retrofits.	Regular	09/30/13

4116-05/06	Public Health	$7,505,000	Will provide temporary laundry services for Laguna Honda Hospital & San Francisco General Hospital. Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	06/30/08
4117-05/06	Fire	$4,465,000	Will provide complete billing and collection services for all Fire Department paramedic ambulance activities. Services include but are not limited to data input, scanning and entry of paper Pre-hospital Care Records.	Regular	06/30/10
4118-05/06	Port	$150,000	Will research, analyze and assess the historic resource eligibility, as well as physical condition of 30 structures, buildings and features at the Port's 65 acre Pier 70 property.	Regular	07/01/07
4119-05/06	Controller's Office	$350,000	Will conduct local sales and use tax audits of State Board of Equalization records and provide legislative analyses, identify and correct sales and use tax allocation errors, and develop and maintain a database of sales tax information.	Regular	07/30/11
4120-05/06	Public Works	$900,000	Will provide financial consulting services in facilities acquisition in conjunction with Mission Bay Development-Community Facilities District No. 4 & 6.	Regular	08/14/11
4121-05/06	Telecommunications & Information Services	$275,000	Will install backup radio receiver-transmitter for 800 MHZ and DPW radio systems and provide contract administration, contract design review, training, audit and acceptance testing.	Regular	11/30/06
4122-05/06	District Attorney	$90,000	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/07
4072-05/06	Controller's Office	Increase Amount $900,000 New Amount $1,900,000	Will perform a comprehensive transit service planning analysis for the San Francisco Metropolitan Transportation Authority to develop recommendations to increase service efficiency and effectiveness.	Regular	01/31/08
4112-02/03	Controller's Office	Increase Amount $200,000 New Amount $540,000	Will provide on-line payroll services and convert on-line and automated phone information systems to enable employees to access payroll statements and payroll information through a website or phone.	Regular	06/30/08
4114-02/03	Controller's Office	Increase Amount $90,000 New Amount $261,250	Will provide technical writing services for the Controller's Payroll Personnel Services for payroll system user guides, technical manuals, information bulletins, and other technical documents.	Regular	06/30/08
4127-02/03	Controller's Office	Increase Amount $155,000 New Amount $395,000	Will work with the State Controller's staff in the research and preparation of detailed SB-90 cost claims on behalf of the City & County to recover costs related to compliance with state mandates.	Regular	06/30/08

Note: PSC #4116-05/06 to be heard after 5:00 p.m. at the request of SEIU United Health Workers West.

Speakers: Jim Howells, Dana Haasz and Jeff Gilman, Public Utilities Commission spoke on PSC #4111-05/06 through 4114-05/06.
Deputy Chief Gary Massetani, San Francisco Fire Department spoke on PSC #4117-05/06.
Kathy Mallegni, Port Commission spoke on PSC #4118-05/06.
Monique Zmuda, Deputy Controller spoke on PSC #4119-05/06.
Galen Leung, representing the Department of Public Health, Kim Tavaglione and Ben Ruvalcaba, United Health Workers and Robert Thomas, Department of Public Health spoke on PSC #4116-05/06

Action:
(1) Department of Public Health to report at the second meeting of May 2007 on the status of PSC #4116-05/06.
(2) Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0294-05-1 **Proposed Secondary Criteria for Q – 50 Sergeant's examination at the San Francisco Police Department. (Item No. 7)**

Speakers: Saru Cownan, Department of Human Resources-Public Safety
Deputy Chief Antonio Parra, San Francisco Police Department

Action: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 50 Sergeant. (Vote of 4 to 0)

0734-05-6 **Appeal by Merrie Lee Irwin of the Human Resources Director's determination of insufficient evidence to sustain the charge of failure to provide reasonable accommodation. (Item No. 8)**

Speakers: None.

Action: Adopt report. Sustain the decision of the Human Resources Director; deny the appeal by Merrie Lee Irwin. (Vote of 4 to 0) Ms. Irwin failed to appear.

0198-05-6 **Appeal by June Waechtler of the Human Resources Director's determination of insufficient evidence to sustain the charge of a hostile work environment due to sex. (Item No. 9)**

Speakers: Elizabeth Jacobi, Department of Human Resources

Action: Postpone to the meeting of June 19, 2006 at the request of June Waechtler. (Vote of 4 to 0)

0138-05-2 **Appeal by Glenn Brotman of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Operations Coordinator from 0922 Manager I to 0923 Manager II. (Item No. 10)**

Note: The Commission voted to hear Item 10 and Item 12 together. (Vote of 4 to 0)

Speakers:
Elizabeth Jacobi, Department of Human Resources
Robert Pritchard, Department of Human Resources
Dennis Reed, Appellant
Glenn Brotman, Appellant
Marilyn Harding, on behalf of appellants
Don Whittaker, San Francisco International Airport
Tryg McCoy, San Francisco International Airport
Denise Cannonier-Craig, Department of Human Resources

Action: Continue to the meeting of June 19, 2006. (Vote of 4 to 0)

0388-05-2 **Appeal by Bill Maher of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Regulatory Affairs Manager from 0931 Manager III to 0933 Manager V. (Item No. 11)**

Speakers:
Elizabeth Jacobi, Department of Human Resources
Robert Pritchard, Department of Human Resources
Bill Maher, Appellant

Disclosure: Commissioner Don Casper disclosed that he is acquainted with Bill Maher. Commissioner Casper represented Supervisor Lee Dolson who ran against Bill Maher and asked for a recount of the votes.

Action: Postpone to the meeting of June 19, 2006. The Commission requested that the Class Specifications for Manager I through Manager V be made available by the Department of Human Resources. (Vote of 4 to 0)

0137-05-2 **Appeal by Dennis Reed of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Operations Coordinator from 0922 Manager I to 0923 Manager II. (Item No. 12)**

Speakers: Elizabeth Jacobi, Department of Human Resources
Robert Pritchard, Department of Human Resources
Dennis Reed, Appellant
Glenn Brotman, Appellant
Marilyn Harding, on behalf of appellants
Don Whittaker, San Francisco International Airport
Tryg McCoy, San Francisco International Airport
Denise Cannonier-Craig, Department of Human Resources

Action: Continue to the meeting of June 19, 2006. (Vote of 4 to 0)

0108-06-1 **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2006-07 in accordance with Charter Section A8.409-1. (Item No. 13)**

March 6, 2006: Accept the report.

April 17, 2006: Accept the report.

May 1, 2006: Accept report. Certify salary and benefits of elected officials no later than May 15, 2006.

Speakers: Anita Sanchez, Assistant Executive Officer

Action: Certify a 5% salary increase and Unrepresented Employees Ordinance covered benefits for elected officials; forward to the Mayor's Office for inclusion in the Fiscal Year 2006-07 Budget being transmitted to the Board of Supervisors. (Vote of 3 to 1; Commissioner Casper dissents.)

0128-04-7 **Determination of future employability: resignation with unsatisfactory service of exempt appointment of James Howard, Parking Bureau Chief (Job Code A006) Municipal Transportation Agency/DPT and Protective Services Supervisor (Job Code 2944), Human Services Agency. (Item No. 14)**

March 6, 2006: Postpone to the meeting of March 20, 2006 at the request of Michael Hinckley, Attorney.

March 20, 2006: Postpone to the meeting of May 15, 2006 at the request of the Municipal Transportation Agency.

Disclosure: Commissioner Casper stated that he is acquainted with James Howard when they served on the Republican Central Committee.

Speakers: Diana Buchbinder, Municipal Transportation Agency
Michael Hinckley, Attorney for James Howard
Lydia Chan, Human Services Agency

Action: Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency or the Human Services Agency. (Vote of 3 to 1; Commissioner Gorrono dissents.)

General Update of the Department of Human Resources Activities and Issues. (Item No. 15)

No updates.

EXECUTIVE OFFICER'S REPORT

0295-06-1 **General Update on the Status of Civil Service Commission Goals and Objectives as of April 30, 2006. (Item No. 16)**

Action: Accept the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Donald Casper requested that the Commission take a look at the Administrative Law Procedures regarding notices.

Commissioner Morgan Gorrono inquired as to when we would hear the report on the abolishment of the Inspector Class and requested a report on the Assistant Inspector test.

ADJOURNMENT

6:22 p.m.

Adjourned in memory of Sergeant Darryl Tsujimoto, San Francisco Police Department, who died on May 2, 2006.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 5, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 5, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 15, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS – (File No. 0343-06-1) - Action Item

Recommendation: Open for discussion

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0344-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1006-06/07	Recreation & Parks	$160,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Annual	07/01/08
1007-06/07	Health Service System	$75,000	Will administer the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/07
1008-06/07	Health Service System	$79,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System.	Annual	06/30/07
1009-06/07	Health Service System	$421,000	Will provide health benefit plan actuarial and consulting service. Services will include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; and developing an estimated budget for all core benefit services.	Annual	06/30/07
1010-06/07	Health Service System	$90,000	Will administer the Medical and Dependent Care Flexible Spending Account program for eligible CCSF employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement.	Annual	06/30/07
4123-05/06	Human Resources	$250,000	Will provide comprehensive unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at Unemployment Insurance Appeals Hearings, audits of billing statements, and records maintenance.	Regular	06/30/09
4124-05/06	Human Resources	$250,000	Will provide third-party administration of the City's Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) employee drug and alcohol testing program.	Regular	06/30/09
4125-05/06	Public Works	$3,000,000	Will provide as-needed professional architectural design services for public building projects including but not limited to design and production documents for renovation, relocation, and adaptive reuse existing City owned facilities.	Regular	09/30/09
4126-05/06	Telecommunications & Information Services	$60,000	Will modify the TeleWeb system, which is a Web-based software package that allows employees to see their phone bills and other telephone charges, to add additional web-enabled features to facilitate data management and security.	Regular	12/31/06

4127-05/06	Police	$150,000	Will shoe and trim the hooves of each Police Horse, once every six weeks, for a herd of up to twenty Police Horses.	Regular	06/30/11
4128-05/06	Airport Commission	$220,000	Will provide bus service between SFO and San Francisco to the north and Palo Alto to the South. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	Regular	06/30/07
4020-04/05	Telecommunications & Information Services	Increase Amount $300,000 New Amount $500,000	Will provide interpreters by telephone as needed if a City employee who speaks the subject language is temporarily unavailable; no City employee in the office speaks the language, or trained to provide medical interpretation in the language.	Regular	12/31/07
4088-04/05	Airport Commission	Increase Amount $125,000 New Amount $1,430,000	Will provide a pool of Airport management consultants to expand the scope of work to include the following: financial planning and analysis for rates and charges calculations; and review of advanced aviation technologies regarding their potential.	Regular	06/30/07
4098-03/04	Municipal Transportation Agency	Increase Amount $1,096,743 New Amount $2,298,627	Will provide a broad range of specialized vehicle engineering services, testing, administrative support, management and on-site inspection services, quality assurance, documentation in support of SF Muni Railway Electric Trolley Bus Procurement Project.	Regular	10/14/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (File No. 0345-06-5) – Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2006, upon agreement with the affected employee organizations.

(8) Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (File No. 0346-06-5) – Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2006, upon agreement with the affected employee organizations.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Determination of future employability: automatic resignation of permanent civil service appointment of Glenn Dillard, Stationary Engineer (Job Code 7372) Public Utilities Commission. (File No. 0066-04-7) - Action Item

May 1, 2006: Postpone to the meeting of June 5, 2006 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director: Approve automatic resignation; Cancel all current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Public Utilities Commission.

(10) **Determination of future employability: automatic resignation of permanent civil service appointment of Indra Dean Allen, Water Quality Technician I/II (Job Code 2481) Public Utilities Commission. (File No. 0101-04-7) - Action Item**

Recommendation of the Human Resources Director: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Public Utilities Commission.

(11) **Determination of future employability: dismissal of permanent civil service appointment of Michael Rodman, Chief Clerk (Job Code 1410) Department of Building Inspection. (File No. 0759-02-7) - Action Item**

Recommendation of the Human Resources Director: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(12) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(13) **Response to request by Commissioner Morgan R. Gorrono on the abolishment of the Q – 35 Inspector class at the San Francisco Police Department. (File No. 0347-06-2) - Discussion and Possible Action**

Recommendation: Open for discussion.

EXECUTIVE OFFICER'S REPORT

(14) **Report on Pending Appeals as of May 19, 2006. (File No. 0254-06-1) – Discussion and Possible Action.**

May 1, 2006: Accept the report. The Commission requested a detailed report on the status of all outstanding appeals filed before 2005 and when a resolution is anticipated; the Municipal Transportation Agency to provide a report with regards to the status of all appeals on battery pay for the meeting of June 5, 2006.

Recommendation: Open for discussion.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(17) **ADJOURNMENT**

Adjourn in memory of Andrew Casper, Chief of the San Francisco Fire Department from 1976-82 and the father of Commissioner Donald A. Casper.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

F
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/5/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 5, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

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PUBLIC LIBRARY

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Michael Seville, IFPTE Local 21 indicated that IFPTE Local 21 and the Department of Public Works had come to an agreement regarding the As-Needed Architectural Design personal services contract (PSC #4125-05/06) and submitted a letter detailing the agreement reached.

APPROVAL OF MINUTES

Regular Meeting of May 15, 2006

Note: Commissioner Alicia D. Becerril was recused from voting. (Vote of 4 to 0)

Action: Approve. (Vote of 4 to 0)

0343-06-1 **ELECTION OF OFFICERS – (Item No. 5)**

Action: Commissioner Linda Richardson was re-elected President for the term of office ending May 31, 2007. (Vote of 4 to 1; Commissioner Morgan R. Gorrono dissents)
Commissioner Thomas Ng was re-elected Vice President for the term of office ending May 31, 2007. (Vote of 5 to 0)

0344-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1006-06/07	Recreation & Parks	$160,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Annual	07/01/08
1007-06/07	Health Service System	$75,000	Will administer the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/07
1008-06/07	Health Service System	$79,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System.	Annual	06/30/07
1009-06/07	Health Service System	$421,000	Will provide health benefit plan actuarial and consulting service. Services will include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; and developing an estimated budget for all core benefit services.	Annual	06/30/07
1010-06/07	Health Service System	$90,000	Will administer the Medical and Dependent Care Flexible Spending Account program for eligible CCSF employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement.	Annual	06/30/07
4123-05/06	Human Resources	$250,000	Will provide comprehensive unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at Unemployment Insurance Appeals Hearings, audits of billing statements, and records maintenance.	Regular	06/30/09
4124-05/06	Human Resources	$250,000	Will provide third-party administration of the City's Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) employee drug and alcohol testing program.	Regular	06/30/09
4125-05/06	Public Works	$3,000,000	Will provide as-needed professional architectural design services for public building projects including but not limited to design and production documents for renovation, relocation, and adaptive reuse existing City owned facilities.	Regular	09/30/09
4126-05/06	Telecommunications & Information Services	$60,000	Will modify the TeleWeb system, which is a Web-based software package that allows employees to see their phone bills and other telephone charges, to add additional web-enabled features to facilitate data management and security.	Regular	12/31/06
4127-05/06	Police	$150,000	Will shoe and trim the hooves of each Police Horse, once every six weeks, for a herd of up to twenty Police Horses.	Regular	06/30/11

4128-05/06	Airport Commission	$220,000	Will provide bus service between SFO and San Francisco to the north and Palo Alto to the South. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	Regular	06/30/07
4020-04/05	Telecommunications & Information Services	Increase Amount $300,000 New Amount $500,000	Will provide interpreters by telephone as needed if a City employee who speaks the subject language is temporarily unavailable; no City employee in the office speaks the language, or trained to provide medical interpretation in the language.	Regular	12/31/07
4088-04/05	Airport Commission	Increase Amount $125,000 New Amount $1,430,000	Will provide a pool of Airport management consultants to expand the scope of work to include the following: financial planning and analysis for rates and charges calculations; and review of advanced aviation technologies regarding their potential.	Regular	06/30/07
4098-03/04	Municipal Transportation Agency	Increase Amount $1,096,743 New Amount $2,298,627	Will provide a broad range of specialized vehicle engineering services, testing, administrative support, management and on-site inspection services, quality assurance, documentation in support of SF Muni Railway Electric Trolley Bus Procurement Project.	Regular	10/14/07

Speakers: Bart Duncan, Health Service System spoke on PSC #1007-06/07 through 1010-06/07.
Patti Martin and Julian Low, Department of Human Resources spoke on PSC #4123-05/06 and PSC #4124-05/06.
Mark Dorian, Department of Public Works spoke on PSC #4125-05/06.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0345-06-5 **Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (Item No. 7)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2006, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0346-06-5 **Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (Item No. 8)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2006, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0066-04-7 **Determination of future employability: automatic resignation of permanent civil service appointment of Glenn Dillard, Stationary Engineer (Job Code 7372) Public Utilities Commission. (Item No. 9)**

May 1, 2006: Postpone to the meeting of June 5, 2006 at the request of the Public Utilities Commission.

Speakers: Michele Modena, Public Utilities Commission
Dale Posey, Public Utilities Commission
Glenn Dillard, Appellant

Action: Approve automatic resignation; Cancel all current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Public Utilities Commission. (Vote of 3 to 2; Commissioners Casper and Becerril dissent.)

Note: Commissioners Casper and Becerril dissented on the basis that the notices sent to Mr. Dillard were defective in that they included in his AWOL period days for which he had been validly and properly given vacation time.

0101-04-7 **Determination of future employability: automatic resignation of permanent civil service appointment of Indra Dean Allen, Water Quality Technician I/II (Job Code 2481) Public Utilities Commission. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of July 17, 2006 at the request of IFPTE Local 21 and Indra Dean Allen. (Vote of 5 to 0)

0759-02-7 **Determination of future employability: dismissal of permanent civil service appointment of Michael Rodman, Chief Clerk (Job Code 1410) Department of Building Inspection. (Item No. 11)**

Speakers: Gloria Sheppard, Civil Service Commission

Action: Accept the written statement of the appellant in place of his appearance. Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 12)

Philip Ginsburg, Human Resources Director reported that on June 6, 2006, the Mayor will be formerly introducing to the Board of Supervisors approximately 25 different labor contracts. This round of collective bargaining is finished and the contracts contains a number of things of interest such as:

1)increased investment in employee training and professional development ; 2) step increases for the first time in San Francisco history is now conditional on satisfactory performance; 3) standardized the duration of the City's probationary periods with a couple of exceptions; and 4) side letter on flexible staffing Pilot Program for some classes requested by IFPTE Local 21.

0347-06-2 **Response to request by Commissioner Morgan R. Gorrono on the abolishment of the Q – 35 Inspector class at the San Francisco Police Department. (Item No. 13)**

Speakers: Dr. Bruce Topp, Department of Human Resources
Deputy Chief Antonio Parra, San Francisco Police Department

Action: Accept the report. (Vote of 5 to 0)

EXECUTIVE OFFICER'S REPORT

0254-06-1 **Report on Pending Appeals as of May 19, 2006. (Item No. 14)**

May 1, 2006: Accept the report. The Commission requested a detailed report on the status of all outstanding appeals filed before 2005 and when a resolution is anticipated; the Municipal Transportation Agency to provide a report with regards to the status of all appeals on battery pay for the meeting of June 5, 2006.

Speakers: Kate Favetti, Executive Officer
Candace Kronick, San Francisco Unified School District

Action: Accept the report. (Vote of 4 to 0; Commissioner Gorrono not present for vote.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Donald Casper announced that there is a proposed Charter Amendment regarding the salary of elected officials. The Executive Officer announced that the proposal will be presented to the Commission for its review and comment at the Civil Service Commission Regular Meeting of June 19, 2006.

ADJOURNMENT

5:53 p.m.

Adjourn in memory of Andrew Casper, Chief of the San Francisco Fire Department from1976-82 and the father of Commissioner Donald A. Casper.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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AGENDA

Regular Meeting
of
June 19, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 19, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of June 5, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0386-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4129-05/06	Public Utilities Commission (Hetch Hetchy)	$60,000	Will design and implement the new HMI at Kirkwood Powerhouse and system wide.	Regular	03/31/07
4130-05/06	Public Utilities Commission (Water Department)	$875,000	Will provide professional services personnel to the San Francisco Water Department's Water Supply and Treatment Division Corrosion Protection Services section.	Regular	06/30/13
4131-05/06	Public Utilities Commission	$114,000	Will provide the furnishing, installation and 2 years of operation and maintenance for a Molten Carbonate Fuel Cell.	Regular	08/31/09
4132-05/06	Public Utilities Commission	$750,000	Will provide an irrevocable direct pay letter of credit to secure the payment of the principal of and interest on the subordinate lien tax-exempt commercial paper program for the Wastewater Enterprise.	Regular	08/31/11
4133-05/06	Public Utilities Commission	$9,800,000	Will perform complete environmental analysis and assessing impacts of various Water System Improvement Program projects, in order to provide regulatory documentation services required by various federal environmental regulations.	Regular	07/31/08
4134-05/06	Airport Commission	$1.048,000	Will provide marketing and redesign of the Airport's communication channels.	Regular	06/30/07
4135-05/06	Airport Commission	$4,020,000	Will provide Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's passengers, visitors, and employees, as well as for employees of tenants of the airport through a medical clinic.	Regular	06/30/12
4136-05/06	Airport Commission	$240,000	Will provide parking citation processing and adjudication services. Services will include collection by mail, phone or website, sending multiple reminder notices, placing Department of Motor Vehicle holds, conducting appeals and other collection efforts.	Regular	06/30/14
4137-05/06	Municipal Transportation Agency	$1,395,200	Will weld and replace steel plate to lower base plate to eliminate cracking and to strengthen plate, change lowering cylinder 255 mm hose length to 480 mm and reposition cylinder fitting; and replace Collector Heads and other specified repairs.	Regular	06/30/07
4138-05/06	Mayor's Office of Housing	$450,000	Will provide cost estimating services for multi-family affordable housing, primarily for new construction.	Regular	06/30/09
4013-04/05	Airport Commission	Increase Amount $300,000 New Amount $850,000	Will provide an analysis of options for hotel development on Airport property, retail master programming, and other revenue plans, including new services of facility use fees.	Regular	06/30/07

4014-05/06	Airport Commission	Increase Amount $300,000 New Amount $570,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghi, Beijing and Tokyo, to promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide.	Regular	06/30/07
4045-05/06	Airport Commission	Increase Amount $246,757 New Amount $627,695	Will provide off-site after-hours computer Help Desk and computer network emergency operations in case of an earthquake or other emergency incidents.	Regular	01/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Bill Maher of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Regulatory Affairs Manager from 0931 Manager III to 0933 Manager V. (File No. 0388-05-2) – Action Item

May 15, 2006: Postpone to the meeting of June 19, 2006.

Recommendation: Postpone to the meeting of August 7, 2006 at the request of Bill Maher.

(7) Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (File No. 0345-06-5) – Action Item

June 5, 2006: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2006, upon agreement with the affected employee organizations.

Recommendation: Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules for an additional six months, through December 31, 2006, for IFPTE Local 21, SEIU United Healthcare Workers West and SEIU Local 790, excluding SEIU Local 535 until further
notice.

(8) Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (File No. 0346-06-5) – Action Item

June 5, 2006: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2006, upon agreement with the affected employee organizations.

Recommendation: Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, for an additional six months, through December 31, 2006, for IFPTE Local 21, SEIU United Healthcare Workers West and SEIU Local 790, excluding SEIU Local 535 until further
notice.

(9) Appeal by June Waechtler of the Human Resources Director's determination of insufficient evidence to sustain the charge of a hostile work environment due to sex. (File No. 0198-05-6) – Action Item

May 15, 2006: Postpone to the meeting of June 19, 2006.

Recommendation: Postpone to the meeting of July 17, 2006, at the request of June Waechtler. This will be the last continuance granted.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Secondary Criteria for H – 30 Captain, San Francisco Fire Department. (File No. 0387-06-5) – Action Item

Recommendation of the Human Resources Director: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for H – 30 Captain, San Francisco Fire Department.

(11) Request by Sherlyn Brown to lift ban on future employment restrictions. (File No. 0388-06-7) – Action Item

Recommendation of the Human Resources Director: Adopt the staff report. Approve removal of employment restriction banning Sherlyn Brown from working at the Public Utilities Commission and the Municipal Transportation Agency.

(12) Appeal by Glenn Brotman of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Operations Coordinator from 0922 Manager I to 0923 Manager II. (File No. 0138-05-2) – Action Item

May 15, 2006:	Postpone to the meeting of June 19, 2006.
Recommendation of the Human Resources Director:	Deny the appeal by Glenn Brotman; Adopt the Department of Human Resources staff report and approve the classification action (MCCP File No. 27-096) of Airport Operations Coordinator as 0922 Manager I.

(13) Appeal by Dennis Reed of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Operations Coordinator from 0922 Manager I to 0923 Manager II. (File No. 0137-05-2) – Action Item

May 15, 2006:	Postpone to the meeting of June 19, 2006.
Recommendation of the Human Resources Director:	Deny the appeal by Dennis Reed; Adopt the Department of Human Resources staff report and approve the classification action (MCCP File No. 27-031) of Airport Operations Coordinator as 0922 Manager I.

(14) Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (File No. 0270-05-6) – Action Item

February 21, 2006:	Postpone to the meeting of March 6, 2006 at the request of the Municipal Transportation Agency.
March 6, 2006:	Postpone to the meeting of March 20, 2006 at the request of Mohamed Hosny.
March 20, 2006:	Postpone to the meeting of April 17, 2006.
April 17, 2006:	Postpone to the meeting of June 19, 2006. The Commission directed the Municipal Transportation Agency to submit a comprehensive review of any upgrades or requests for upgrades from Job Code 1823 to Job Code 1824 in terms of classification review, approval or denial; date of approval or denial; whether the position was budgeted, whether the position was filled, how the position was filled, whether or not the freeze affected any of those requests and the names of persons submitting the requests from January 1, 2001 to 2006.
Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mohamed Hosny.

(15) **Appeal by Ruth Amernick of the Human Resources Director's determination of insufficient evidence to support the complaint of retaliation, harassment and failure to accommodate. (File No. 0684-05-6) – Action Item**

March 20, 2006: Postpone to the meeting of June 19, 2006 at the request of Ruth Amernick.

Recommendation of the Human Resources Director: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Ruth Amernick.

(16) **Appeal by Ping Ying Tse of the Human Resources Director's determination of insufficient evidence to support the complaint of discrimination and denial of accommodation. (File No. 0646-05-6) – Action Item**

Recommendation of the Human Resources Director: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Ping Ying Tse.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(17) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(18) **Proposed Amendment of Charter Section A8.409.1 on the Civil Service Commission setting the salary of elected officials. (File No. 0389-06-1) - Discussion and Possible Action**

Recommendation: Open for discussion.

(19) **Proposed Amendment to the City Charter to add Section 3.106 to set the minimum qualifications for the City officer or employee designated to manage the City's emergency planning and response (BOS File No. 060695). (File No. 0404-06-1) - Discussion and Possible Action**

Recommendation: Open for discussion.

(20) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(21) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(22) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

65
5
/19/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 19, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Left at 6:30 p.m. Missed Items 18 – 22)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Left at 4:45 p.m. Missed Items 14, 15, 17-22)

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Ruth Amernick, appellant for Item #16 requested a postponement so that she could secure representation.
Elizabeth Jacobi, Department of Human Resources responded that the department was ready to go forward with the appeal.

APPROVAL OF MINUTES

Regular Meeting of June 5, 2006

Action: Approve. (Vote of 5 to 0)

0386-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4129-05/06	Public Utilities Commission (Hetch Hetchy)	$60,000	Will design and implement the new HMI at Kirkwood Powerhouse and system wide.	Regular	03/31/07
4130-05/06 *Withdrawn*	Public Utilities Commission (Water Department)	$875,000	Will provide professional services personnel to the San Francisco Water Department's Water Supply and Treatment Division Corrosion Protection Services section.	Regular	06/30/13
4131-05/06	Public Utilities Commission	$114,000	Will provide the furnishing, installation and 2 years of operation and maintenance for a Molten Carbonate Fuel Cell.	Regular	08/31/09
4132-05/06	Public Utilities Commission	$750,000	Will provide an irrevocable direct pay letter of credit to secure the payment of the principal of and interest on the subordinate lien tax-exempt commercial paper program for the Wastewater Enterprise.	Regular	08/31/11
4133-05/06	Public Utilities Commission	$9,800,000	Will perform complete environmental analysis and assessing impacts of various Water System Improvement Program projects, in order to provide regulatory documentation services required by various federal environmental regulations.	Regular	07/31/08
4134-05/06	Airport Commission	$1.048,000	Will provide marketing and redesign of the Airport's communication channels.	Regular	06/30/07
4135-05/06	Airport Commission	$4,020,000	Will provide Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's passengers, visitors, and employees, as well as for employees of tenants of the airport through a medical clinic.	Regular	06/30/12
4136-05/06	Airport Commission	$240,000	Will provide parking citation processing and adjudication services. Services will include collection by mail, phone or website, sending multiple reminder notices, placing Department of Motor Vehicle holds, conducting appeals and other collection efforts.	Regular	06/30/14
4137-05/06	Municipal Transportation Agency	$1,395,200	Will weld and replace steel plate to lower base plate to eliminate cracking and to strengthen plate, change lowering cylinder 255 mm hose length to 480 mm and reposition cylinder fitting; and replace Collector Heads and other specified repairs.	Regular	06/30/07
4138-05/06	Mayor's Office of Housing	$450,000	Will provide cost estimating services for multi-family affordable housing, primarily for new construction.	Regular	06/30/09
4013-04/05	Airport Commission	Increase Amount $300,000 New Amount $850,000	Will provide an analysis of options for hotel development on Airport property, retail master programming, and other revenue plans, including new services of facility use fees.	Regular	06/30/07

4014-05/06	Airport Commission	Increase Amount $300,000 New Amount $570,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghi, Beijing and Tokyo, to promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide.	Regular	06/30/07
4045-05/06	Airport Commission	Increase Amount $246,757 New Amount $627,695	Will provide off-site after-hours computer Help Desk and computer network emergency operations in case of an earthquake or other emergency incidents.	Regular	01/31/07

Speakers: Jim Howells, Public Utilities Commission spoke on PSC #4129-05/06 and 4131-05/06.
Galen Leung, San Francisco International Airport spoke on PSC #4134-05/06, 4135-05/06 and 4136-05/06.

Action: Withdraw PSC #4130-05/06 at the request of the Public Utilities Commission. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
Adopt the Human Resources Director's report on PSC 4136-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 1; Commissioner Gorrono dissents.)
Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0388-05-2 **Appeal by Bill Maher of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Regulatory Affairs Manager from 0931 Manager III to 0933 Manager V. (Item No. 6)**

May 15, 2006: Postpone to the meeting of June 19, 2006.

Speakers: None.

Action: Postpone to the meeting of August 7, 2006 at the request of Bill Maher. (Vote of 5 to 0)

0345-06-5 **Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (Item No. 7)**

June 5, 2006: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2006, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules for an additional six months, through December 31, 2006, for IFPTE Local 21, SEIU United Healthcare Workers West and SEIU Local 790, excluding SEIU Local 535 until further notice. (Vote of 5 to 0)

0346-06-5 **Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (Item No. 8)**

June 5, 2006: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2006, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, for an additional six months, through December 31, 2006, for IFPTE Local 21, SEIU United Healthcare Workers West and SEIU Local 790, excluding SEIU Local 535 until further notice. (Vote of 5 to 0)

Appeal by June Waechtler of the Human Resources Director's determination of insufficient evidence to sustain the charge of a hostile work environment due to sex. (Item No. 9)

May 15, 2006: Postpone to the meeting of June 19, 2006.

Speakers: None.

Action: Postpone to the meeting of July 17, 2006, at the request of June Waechtler. This will be the last continuance granted. (Vote of 5 to 0)

0387-06-5 **Secondary Criteria for H – 30 Captain, San Francisco Fire Department. (Item No. 10)**

Speakers: Joanne Hayes-White, Chief, San Francisco Fire Department
Kevin Smith, President San Francisco Black Firefighters Association
Joe Moriarity, VP, Firefighters Local 798
John Hanley, President, Firefighters Local 798

Action: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria with the addition of training for H – 30 Captain, San Francisco Fire Department. (Vote of 5 to 0)

0388-06-7 **Request by Sherlyn Brown to lift ban on future employment restrictions. (Item No. 11)**

Speakers: Lavena Holmes-Williams, Public Utilities Commission

Action: Adopt the staff report. Approve removal of employment restriction banning Sherlyn Brown from working at the Public Utilities Commission and the Municipal Transportation Agency. (Vote of 5 to 0)

0138-05-2 **Appeal by Glenn Brotman of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Operations Coordinator from 0922 Manager I to 0923 Manager II. (Item No. 12)**

May 15, 2006: Postpone to the meeting of June 19, 2006.

Speakers: Robert Pritchard, Department of Human Resources
Tryg McCoy, San Francisco International Airport
Glenn Brotman, Appellant
Don Whittaker, San Francisco International Airport
Dennis Reed, Appellant
Marilyn Harding, San Francisco International Airport

Action: Grant the appeal by Glenn Brotman. (Vote of 5 to 0)

0137-05-2 **Appeal by Dennis Reed of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Operations Coordinator from 0922 Manager I to 0923 Manager II. (Item No. 13)**

May 15, 2006: Postpone to the meeting of June 19, 2006.

Speakers: Robert Pritchard, Department of Human Resources
Tryg McCoy, San Francisco International Airport
Glenn Brotman, Appellant
Don Whittaker, San Francisco International Airport
Dennis Reed, Appellant
Marilyn Harding, San Francisco International Airport

Action: Grant the appeal by Dennis Reed. (Vote of 5 to 0)

0270-05-6 **Appeal by Mohamed Hosny of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment. (Item No. 14)**

February 21, 2006: Postpone to the meeting of March 6, 2006 at the request of the Municipal Transportation Agency.

March 6, 2006: Postpone to the meeting of March 20, 2006 at the request of Mohamed Hosny.

March 20, 2006: Postpone to the meeting of April 17, 2006.

April 17, 2006: Postpone to the meeting of June 19, 2006. The Commission directed the Municipal Transportation Agency to submit a comprehensive review of any upgrades or requests for upgrades from Job Code 1823 to Job Code 1824 in terms of classification review, approval or denial; date of approval or denial; whether the position was budgeted, whether the position was filled, how the position was filled, whether or not the freeze affected any of those requests and the names of persons submitting the requests from January 1, 2001 to 2006.

Speakers: Elizabeth Jacobi, Department of Human Resources
Vernon Crawley, Municipal Transportation Agency-EEO Unit
Criss Romero, IFPTE Local 21
Mohamed Hosny, Appellant

Action: Grant the appeal by Mohamed Hosny. (Vote of 3 to 1; Commissioner Casper dissents based on a 9th Circuit Court decision (Bodett v. Coxcom, Inc., 366 F .3d 736, 740 (9th Cir. 2004) which stated that claimant must provide substantial evidence that a reasonable jury would conclude that the employer's explanation was a pretext for actual discrimination.

0684-05-6 **Appeal by Ruth Amernick of the Human Resources Director's determination of insufficient evidence to support the complaint of retaliation, harassment and failure to accommodate. (Item No. 15)**

March 20, 2006: Postpone to the meeting of June 19, 2006 at the request of Ruth Amernick.

Speakers: Ruth Amernick, Appellant
Elizabeth Jacobi, Department of Human Resources
Donna Marion, San Francisco Public Library

Action: Postpone to the meeting of August 21, 2006 at the request of Ruth Amernick. This will be the last continuance granted. (Vote of 3 to 1; Commissioner Casper dissents.)

0646-05-6 **Appeal by Ping Ying Tse of the Human Resources Director's determination of insufficient evidence to support the complaint of discrimination and denial of accommodation. (Item No. 16)**

Speakers: None.

Action: Appeal withdrawn. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 17)

No updates.

EXECUTIVE OFFICER'S REPORT

0389-06-1 **Proposed Amendment of Charter Section A8.409.1 on the Civil Service Commission setting the salary of elected officials. (Item No. 18)**

Speakers: Buck Delventhal, Deputy City Attorney
Kate Favetti, Executive Officer

Action: The Civil Service Commission discussed the Charter Amendment and gave general direction to the Executive Officer to respond to the proposed Charter amendment with the following points:

The Civil Service Commission expressed concern that the proposed Charter amendment limited the salary survey to the average of Bay Area counties without regard to whether 1) there are similar positions in the counties being surveyed, 2) the positions are elected or non-elected, and/or 3) the duties are comparable. (Vote of 3 to 0)

0404-06-1 **Proposed Amendment to the City Charter to add Section 3.106 to set the minimum qualifications for the City officer or employee designated to manage the City's emergency planning and response (BOS File No. 060695). (Item No. 19)**

Speakers: Kate Favetti, Executive Officer

Action: The Civil Service Commission gave general direction to the Executive Officer to respond to the proposed Charter amendment with the following points:

The Civil Service Commission indicated that more information was needed in order to comment on whether the proposed minimum qualifications appropriate or applicable.

The Civil Service Commission also commented that the minimum qualifications of the City officer or employee designated to manage the City's emergency planning and response should be set using established procedures for classified positions in the City service. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

7:00 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 3, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 3, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of June 19, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0433-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-06/07	Arts Commission	$57,000	Will design and fabricate a figurative bronze statue commemorating Harvey Milk and install it in City Hall.	Regular	12/31/08
4001-06/07	Public Utilities Commission	$114,000	Will provide furnishing, installation and 2 years of operating and maintenance for a Moltne Carbonate Fuel Cell.	Regular	06/30/09
4002-06/07	Public Utilities Commission	$3,000,000	Will provide specialized and technical as-needed services in the areas of wastewater and storm water handling; Management improvement; asset management; specialized technical operations and maintenance; and security, control and emergency response.	Regular	09/30/11
4003-06/07	Public Utilities Commission	$6,400,000	Will provide specialized and technical as-needed services in the areas of water supply, treatment, and handling; water quality; watershed and right-of-way management; construction management; corrosion control; and management improvement.	Regular	09/30/11
4004-06/07	Administrative Services	$346,500	Will provide to day laborers: increased access to work and social services, educational opportunities, promote positive working relationships between employers and prospective employers, act as liaison to address community tensions.	Regular	06/30/08
4005-06/07	Airport Commission	$70,000	Will provide consulting services utilizing specialized software to promptly submit noise reports and noise contour maps on the airport's noise impact area and the progress in developing & implementing programs to reduce the noise impact area as required.	Regular	06/30/07
4006-06/07	Airport Commission	$75,000	Will provide installation and final testing of a new aircraft noise data collection system.	Regular	06/30/07
4007-06/07	Airport Commission	$155,000	Will provide staffing and consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable.	Regular	06/30/07
4008-06/07	Administrative Services – Mayor's Office of Public Finance	$100,000	Will provide financial advisory services for the Redevelopment of the Naval Station Treasure Island. Services will include financial and legal analyses to size, price, and market bonds effectively to achieve the lowest borrowing cost to the City.	Regular	12/31/08
4009-06/07	Administrative Services – Mayor's Office of Public Finance	$75,000	Will provide financial advisory services for the Redevelopment of the Naval Station Treasure Island. Service will include evaluation of the issuance of bonds, notes, or other forms of public financing of certain infrastructure improvements.	Regular	12/31/08
4010-06/07	Port Commission	$340,000	Will provide education and community outreach and habitat restoration services at the Port's Heron's Head Park.	Regular	09/30/10

4011-06/07	District Attorney's Office	$145,751	Will work in the Lesbian, Gay, Bisexual and Transgender (LGBT) community on violence-related issues, and to reduce the number of incidents of violent/hate crimes against LGBT communities.	Regular	06/30/07
4066-03/04	Public Utilities Commission	Increase Amount $3,590,000 New Amount $6,090,000	Will prepare draft Program Environmental Impact Reports (PEIR), respond to public comments, prepare final PEIR, prepare for hearings, and support outreach.	Regular	12/31/08
4094-03/04	Airport Commission	Increase Amount $1,230,000 New Amount $2,030,000	Will provide Airport liaison services include serving as a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee, managing the airport/airline relationship, and required facilitating airline approvals.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Request to grant permanent status to Cheng J. Vaing in Job Code 8214, Parking Control Officer. (File No. 0435-06-2) - Action Item

Recommendation of the Human Resources Director: Grant permanent status to Cheng J. Vaing in Job Code 8214, Parking Control Officer.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request to lift ban on future employment restrictions, to the Public Utilities Commission for Valerie Annette Statham. (File No. 0434-05-7) – Action Item.

Recommendation of the Human Resources Director: Approve the recommendation of the General Manager, San Francisco Public Utilities Commission. Approve removal of the restriction on future employment with the San Francisco Public Utilities Commission.

(8) **Proposed Amendments to Civil Service Commission Rule 112 to add Article VI – Hold-over Rosters and Return to Duty for Classes Represented by the Municipal Executives Association (MEA), specifically to eliminate interdepartmental bumping for Classes Represented by the Municipal Executives Association. (File No. 0437-06-5) – Action Item**

Recommendation: Post for meet and confer.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(9) **Semi-Annual Status Grant Report for Permanent Civil Service (PCS) Municipal Executives' Association (MEA) employees allocated into MCCP job codes. (File No. 0436-06-2) – Action Item**

Recommendation of the Human Resources Director: Accept the report.

(10) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(11) **Report on Inspection Service Request on Provisional Appointments approved in 2005 to fill six vacancies in Class 6270, Housing Inspector at the Department of Building Inspection. (File No. 0440-06-11) – Discussi~~on and Possible Ac~~tion**

Recommendation: Open for discussion.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AMENDED

MINUTES

Regular Meeting
July 3, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:02 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Ed Lieberman, Municipal Executives' Association noted that he was present for Item #8.

APPROVAL OF MINUTES

Regular Meeting of June 19, 2006

Action: Approve. (Vote of 3 to 0)

0433-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-06/07	Arts Commission	$57,000	Will design and fabricate a figurative bronze statue commemorating Harvey Milk and install it in City Hall.	Regular	12/31/08
4001-06/07	Public Utilities Commission	$114,000	Will provide furnishing, installation and 2 years of operating and maintenance for a Molten Carbonate Fuel Cell.	Regular	06/30/09
4002-06/07	Public Utilities Commission	$3,000,000	Will provide specialized and technical as-needed services in the areas of wastewater and storm water handling; Management improvement; asset management; specialized technical operations and maintenance; and security, control and emergency response.	Regular	09/30/11
4003-06/07	Public Utilities Commission	$6,400,000	Will provide specialized and technical as-needed services in the areas of water supply, treatment, and handling; water quality; watershed and right-of-way management; construction management; corrosion control; and management improvement.	Regular	09/30/11
4004-06/07	Administrative Services	$346,500	Will provide to day laborers: increased access to work and social services, educational opportunities, promote positive working relationships between employers and prospective employers, act as liaison to address community tensions.	Regular	06/30/08
4005-06/07	Airport Commission	$70,000	Will provide consulting services utilizing specialized software to promptly submit noise reports and noise contour maps on the airport's noise impact area and the progress in developing & implementing programs to reduce the noise impact area as required.	Regular	06/30/07
4006-06/07	Airport Commission	$75,000	Will provide installation and final testing of a new aircraft noise data collection system.	Regular	06/30/07
4007-06/07	Airport Commission	$155,000	Will provide staffing and consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable.	Regular	06/30/07
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4066-03/04	Public Utilities Commission	Increase Amount $3,590,000 New Amount $6,090,000	Will prepare draft Program Environmental Impact Reports (PEIR), respond to public comments, prepare final PEIR, prepare for hearings, and support outreach.	Regular	12/31/08

4094-03/04	Airport Commission	Increase Amount $1,230,000 New Amount $2,030,000	Will provide Airport liaison services include serving as a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee, managing the airport/airline relationship, and required facilitating airline approvals.	Regular	06/30/09

Speakers: Jim Howells, Public Utilities Commission spoke on PSC #4001-06/07 and PSC #4003-06/07.
Heather Paul and Robert Hickman, Public Utilities Commission spoke on PSC #4002-06/07 and PSC #4003-06/07.
Dang Pham, Administrative Services spoke on PSC #4004-06/07.
Galen Leung and Bert Ganoung, San Francisco International Airport spoke on PSC #4005-06/07 and PSC #4007-06/07.
Kathy Mallegni, Port Commission spoke on PSC #4010-06/07.

Action: Approve PSC #4008-06/07 and #4009-06/07 on the condition that the Administrative Services-Mayor's Office on Public Finance provides the Commission with a brief and concise explanation on how the two contracts are related and how they differ. (Vote of 3 to 0)
Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0435-06-2 **Request to grant permanent status to Cheng J. Vaing in Job Code 8214 Parking Control Officer. (Item No. 6)**

Speakers: None.

Action: Grant permanent status to Cheng J. Vaing in Job Code 8214 Parking Control Officer. (Vote of 3 to 0)

0434-05-7 **Request to lift ban on future employment restrictions, to the Public Utilities Commission for Valerie Annette Statham. (Item No. 7)**

Speakers: Lavena Holmes-Williams, Public Utilities Commission

Action: ***Approve the recommendation of the Human Resources Director.*** Approve removal of the restriction on future employment with the San Francisco Public Utilities Commission ***and the Municipal Transportation Agency.***
(Vote of 3 to 0)

0437-06-5 **Proposed Amendments to Civil Service Commission Rule 112 to add Article VI – Holdover Rosters and Return to Duty for Classes Represented by the Municipal Executives Association (MEA), specifically to eliminate interdepartmental bumping for Classes Represented by the Municipal Executives Association. (Item No. 8)**

Speakers: Philip Ginsburg, Human Resources Director
Ted Yamasaki, Department of Human Resources
Ed Lieberman, Municipal Executives' Association

Action: Post for meet and confer. (Vote of 3 to 0)

NOTE: ***The Civil Service Commission also gave general direction to the Human Resources Director to forward a proposal to amend Rule 112, Article V - Holdover Rosters and Return to Duty, specifically to eliminate interdepartmental bumping for professional classes represented by International Federation of Professional and Technical Engineers (IFPTE) Local 21 for consideration at a future meeting.***

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

0436-06-2 **Semi-Annual Status Grant Report for Permanent Civil Service (PCS) Municipal Executives' Association (MEA) employees allocated into MCCP job codes. (Item No. 9)**

Action: Accept the report. (Vote of 3 to 0)

General Update of the Department of Human Resources Activities and Issues. (Item No. 10)

No updates.

EXECUTIVE OFFICER'S REPORT

0440-06-11 **Report on Inspection Service Request on Provisional Appointments approved in 2005 to fill six vacancies in Class 6270, Housing Inspector at the Department of Building Inspection. (Item No. 11)**

Speakers: Kate Favetti, Executive Officer
Sandra Eng, Civil Service Commission
Amy Lee, Acting Director, Department of Building Inspection
Garland Simpson, Department of Building Inspection

Action: No action taken.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:22 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 17, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 17, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of July 3, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4012-06/07	Public Health-Community Health Network	$200,000	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	Regular	06/30/08
4013-06/07	Tele-communications & Information Services	$135,000	Will modify the Public Defender's Case Management System to create a prototype for a new browser-based User Interface to the core system.	Regular	06/30/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

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(6) Determination of future employability: automatic resignation of permanent civil service appointment of Indra Dean Allen, Water Quality Technician I/II (Job Code 2481) Public Utilities Commission. (File No. 0101-04-7) - Action Item

June 5, 2006: Postpone to the meeting of July 17, 2006 at the request of IFPTE Local 21 and Indra Dean Allen.

Recommendation: Off calendar.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Appeal by John Ma of the Human Resources Director's determination of insufficient evidence of discrimination. (File No. 0555-05-6) – Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by John Ma.

(8) **Appeal by Bonnie Cruz of the Human Resources Director's determination that her complaint be administratively closed for not meeting the jurisdictional standards for discrimination. (File No. 0671-05-6) – Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Bonnie Cruz.

(9) **Appeal by Nora Hanson of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment, hostile work environment and retaliation. (File No. 0158-05-6) – Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Nora Hanson.

(10) **Appeal by June Waechtler of the Human Resources Director's determination of insufficient evidence to sustain the charge of hostile work environment due to sex. (File No. 0198-05-6) – Action Item**

May 15, 2006: Postpone to the meeting of June 19, 2006 at the request of June Waechtler.

June 19, 2006: Postpone to the meeting of July 17, 2006. The Commission stipulated this would be the last continuance granted.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by June Waechtler.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) **Determination of future employability: permanent civil service appointment of Lawrence Marchese, Utility Plumber Apprentice (Job Code 7463) San Francisco Public Utilities Commission. (File No. 0251-06-7) - Action Item**

Recommendation of the Public Utilities Commission: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(12) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(15) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES
Regular Meeting
July 17, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:03 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present (Left at 4:05 p.m. Missed Items 9, 10 & 12 – 15)
Commissioner Alicia D. Becerril	Present (Arrived at 2:08 p.m. Missed Items 1,2,4, and & 11)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Mo Kashmiri, SEIU Local 790 indicated he was present to speak on PSC #4012-06/07.

APPROVAL OF MINUTES

Regular Meeting of July 3, 2006

Note: The Commission voted to recuse Commissioner Alicia Becerril and Commissioner Morgan Gorrono as they were not present on July 3, 2006. (Vote of 5 to 0)

Action: Approve. (Vote of 3 to 0)

0467-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4012-06/07 *Over to 8/7/06*	Public Health-Community Health Network	$200,000	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	Regular	06/30/08
4013-06/07	Tele-communications & Information Services	$135,000	Will modify the Public Defender's Case Management System to create a prototype for a new browser-based User Interface to the core system.	Regular	06/30/07

Speakers: Richard Rothman, Department of Public Health
Mo Kashmiri, SEIU Local 790
Edward Pease, Department of Public Health

Action: Postpone PSC #4012-06/07 to the meeting of August 7, 2006 at the request of SEIU Local 790. (Vote of 5 to 0) Adopt the Human Resources Director's report on PSC #4013-06/06. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0101-04-7 **Determination of future employability: automatic resignation of permanent civil service appointment of Indra Dean Allen, Water Quality Technician I/II (Job Code 2481) Public Utilities Commission. (Item No. 6)**

June 5, 2006: Postpone to the meeting of July 17, 2006 at the request of IFPTE Local 21 and Indra Dean Allen.

Speakers: None.

Action: Off calendar. (Vote of 5 to 0)

0555-05-6 **Appeal by John Ma of the Human Resources Director's determination of insufficient evidence of discrimination. (Item No. 7)**

Speakers: Elizabeth Jacobi, Department of Human Resources
Severin Rizzo, San Francisco International Airport
Gloria Louie, San Francisco International Airport
John Ma, Appellant
Shirley Tam, Cantonese Language Interpreter
John Marquez, San Francisco International Airport

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by John Ma. (Vote of 3 to 2; Commissioners Becerril and Casper dissent.)

0671-05-6 **Appeal by Bonnie Cruz of the Human Resources Director's determination that her complaint be administratively closed for not meeting the jurisdictional standards for discrimination. (Item No. 8)**

Speakers: Elizabeth Jacobi, Department of Human Resources
Eugene Clements, Human Services Agency
Bonnie Cruz, Appellant
Magaly Fernandez, Human Services Agency

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Bonnie Cruz. (Vote of 5 to 0; Commissioner Morgan R. Gorrono noted that he is concerned about the missing JAQ)

0158-05-6 **Appeal by Nora Hanson of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment, hostile work environment and retaliation. (Item No. 9)**

Speakers: Vernon Crawley, Municipal Transportation Agency-EEO Unit
Joan Morris, Municipal Transportation Agency
Nora Hanson, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Nora Hanson. (Vote of 4 to 0)

0198-05-6 **Appeal by June Waechtler of the Human Resources Director's determination of insufficient evidence to sustain the charge of hostile work environment due to sex. (Item No. 11)**

May 15, 2006: Postpone to the meeting of June 19, 2006 at the request of June Waechtler.

June 19, 2006: Postpone to the meeting of July 17, 2006. The Commission stipulated this would be the last continuance granted.

Disclosure: Commissioner Alicia D. Becerril disclosed that Deputy Chief Fred Sanchez is a friend of hers and that he worked on her campaign for Supervisor.

Speakers: Elizabeth Jacobi, Department of Human Resources
June Waechtler, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by June Waechtler. (Vote of 2 to 2; Commissioners Becerril and Gorrono dissent.) Continue to the meeting of August 7, 2006.

0251-06-7 **Determination of future employability: permanent civil service appointment of Lawrence Marchese, Utility Plumber Apprentice (Job Code 7463) San Francisco Public Utilities Commission. (Item No. 11)**

Speakers: None.

Action: Off calendar. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 12)

No updates.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Charles Rathbone indicated that a complaint was filed and requests the Commission to act quickly on the complaint regarding the Acting Director of the Taxi Commission. He is in favor of posting the job announcement for the Director of the Taxi Commission position so that everyone is aware of the job opening.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Morgan R. Gorrono asked for a report on the Taxi Commission complaint.
Commissioner Alicia D. Becerril asked for a report from the Municipal Transportation Agency (MTA) of the number of discrimination complaints and outstanding appeals and their anticipated hearing with the Commission.

ADJOURNMENT

5:45 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

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Regular Meeting
of
August 7, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 7, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of July 17, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0467-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4012-06/07	Public Health-Community Health Network	$200,000	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	Regular	06/30/08

July 17, 2006: Postpone to the meeting of August 7, 2006 at the request of SEIU Local 790.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0500-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4014-06/07	Tele-communications & Information Services	$2,600,000	Will modify and customize the Customer Relationship Management (CRM) Software, and integrate with departmental systems.	Regular	07/31/07
4015-06/07	Administrative Services – Office of Contract Administration	$5,000,000	Will provide structural pest control work for City facilities, including inspections of buildings, recommendations for pest prevention, use of various mechanical, physical, and chemical controls, and monitoring of pest populations.	Regular	12/31/10
4016-06/07	Public Works	$4,200,000	Will perform as-needed environmental assessments and studies that may be required to assist in the completion of capital improvement projects; assist the City to negotiate with regulatory agencies; and prepare risk assessments and management reports.	Regular	08/30/11
4017-06/07	Public Utilities Commission	$350,000	Will provide Watershed Planning Services to develop a plan that will reach consent as to the current and future uses of the Lake Merced Watershed and make recommendations for the long-term sustainable management of a healthy urban watershed.	Regular	08/31/08
4018-06/07 *Over to 8/21/06*	Department of Children, Youth, & Families	Increase Amount $15,000 New Amount $65,000	Will support the SafeStart Initiative by participating as a member of the initiative Advisory Council and attending its meetings, assist in the preparation of SafeStart training materials, provide technical assistance, training, and consultation.	Regular	06/30/07

4019-06/07	Public Health	Increase Amount $100,000 New Amount $149,000	Will provide specialized hazardous materials handling including Chemical, Biological, Radiological and Nuclear training for Hospital based clinical providers in San Francisco.	Regular	12/31/07
2011-04/05	Public Health	Increase Amount $12,600.000 New Amount $16,000,000	Will provide TB/STD related diagnosis, monitoring, treatment, patient prevention education, community support, training/technical assistance, and drug studies. These services will be provided to residents of the City and County of San Francisco.	Continuing	06/30/09
4099-02/03	Municipal Transportation Agency	Increase Amount $17,176,492 New Amount $29,800,000	Will conduct Phase II of the Third Street Light Rail Transit Project, New Central Subway (NCS), consisting of a 1.7 mile extension of the Initial Operating Segment (IOS) north of King Street on Fourth Street and Stockton Street.	Regular	02/28/08
4015-05/06	Emergency Communications	Increase Amount $1,541,000 New Amount $3,441,000	Will prepare a San Francisco Bay Regional Emergency Coordination Plan, Standard Operation Procedures, a training plan and curriculum, and regional exercises to test and refine the Regional Emergency Coordination Plan.	Regular	09/30/07

Recommendation of the Human Resources Director: Postpone PSC #4018-06/07 to the meeting of August 21, 2006. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (File No. 0502-06-1) – Action Item

Recommendation: Adopt the report. Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590.7; Provide report to the Board of Supervisors.

(8) San Francisco Fire Department Semi-Annual Report regarding Class H – 3 Level II Paramedic and SFFD EMS Reconfiguration. (File No. 0723-05-2) – Action Item

February 6, 2006: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Jonathan Meade (Local 790). The Department of Human Resources will submit semi-annual reports to the Commission.

Recommendation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Police and Fire. (File No. 0501-06-5) – Action Item

Recommendation: Adopt the report.

(10) Appeal by Bill Maher of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Regulatory Affairs Manager from 0931 Manager II to 0933 Manager V. (File No. 0388-05-2) – Action Item

May 15, 2006: Postpone to the meeting of June 19, 2006.

June 19, 2006: Postpone to the meeting of August 7, 2006 at the request of Bill Maher.

Recommendation: Deny the appeal by Bill Maher; Adopt the Department of Human Resources staff report and approve the classification action (MCCP File No. 27-109) of Airport Regulatory Affairs Manager as 0931 Manager III.

(11) Appeal by Barbara Hernandez of her background rejection for 8238 Public Safety Communications Dispatcher. (File No. 0717-05-4) – Action Item

Recommendation: Deny the appeal. Sustain the decision of the Executive Director of the Emergency Communications Department not to lift Ms. Hernandez' background rejection at this time.

(12) Appeal by June Waechtler of the Human Resources Director's determination of insufficient evidence to sustain the charge of hostile work environment due to sex. (File No. 0198-05-6) – Action Item

May 15, 2006: Postpone to the meeting of June 19, 2006 at the request of June Waechtler.

June 19, 2006: Postpone to the meeting of July 17, 2006. The Commission stipulated this would be the last continuance granted.

July 17, 2006: Postpone to the meeting of August 7, 2006.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by June Waechtler.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(13) **Determination of future employability: permanent exempt appointment of Marie Alexander, D.A. Investigative Assistant (Job Code 8132) District Attorney's Office. (File No. 0666-03-7) - Action Item**

Recommendation: No future employment with the District Attorney's Office.

(14) **Determination of future employability: permanent civil service appointment of Lois Spivey, Senior Clerk Typist (Job Code 1426) San Francisco Unified School District. (File No. 0671-04-7) - Action Item**

Recommendation: No future employment with the San Francisco Unified School District.

(15) **Determination of future employability: temporary exempt appointment of Doreen Thomas, School Lunchroom Helper (Job Code 2615) San Francisco Unified School District. (File No. 0707-03-7) - Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the San Francisco Unified School District; No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(16) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(17) **Preliminary Report on the Inspection Service Request regarding employment practices at the Taxi Commission. (File No. 0505-06-11)**

Recommendation: Open for discussion.

(18) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(19) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(20) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
August 7, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present (Arrived at 2:25 p.m. Missed Items 1-8; 10, 11, 14 and 15)
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Yvonne Martinez, SEIU Local 790 and Jacquie Hale, Department of Public Health spoke on PSC #2011-04/05.

APPROVAL OF MINUTES

NOTE: The Commission voted to recuse Commissioner Thomas Ng as he was not present for the entire meeting on July 17, 2006. (Vote of 3 to 0)

Regular Meeting of July 17, 2006

Action: Approve as amended. (Vote of 3 to 0)

0467-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4012-06/07	Public Health-Community Health Network	$200,000	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	Regular	06/30/08

July 17, 2006: Postpone to the meeting of August 7, 2006 at the request of SEIU Local 790.

Speakers: Robert Thomas, Department of Public Health
Ed Warshauer, SEIU Local 790

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. The Commission will review after one year. (Vote of 4 to 0)

0500-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4014-06/07	Tele-communications & Information Services	$2,600,000	Will modify and customize the Customer Relationship Management (CRM) Software, and integrate with departmental systems.	Regular	07/31/07
4015-06/07	Administrative Services – Office of Contract Administration	$5,000,000	Will provide structural pest control work for City facilities, including inspections of buildings, recommendations for pest prevention, use of various mechanical, physical, and chemical controls, and monitoring of pest populations.	Regular	12/31/10
4016-06/07	Public Works	$4,200,000	Will perform as-needed environmental assessments and studies that may be required to assist in the completion of capital improvement projects; assist the City to negotiate with regulatory agencies; and prepare risk assessments and management reports.	Regular	08/30/11
4017-06/07	Public Utilities Commission	$350,000	Will provide Watershed Planning Services to develop a plan that will reach consent as to the current and future uses of the Lake Merced Watershed and make recommendations for the long-term sustainable management of a healthy urban watershed.	Regular	08/31/08
4018-06/07 *Over to 8/21/06*	Department of Children, Youth, & Families	Increase Amount $15,000 New Amount $65,000	Will support the SafeStart Initiative by participating as a member of the initiative Advisory Council and attending its meetings, assist in the preparation of SafeStart training materials, provide technical assistance, training, and consultation.	Regular	06/30/07
4019-06/07	Public Health	Increase Amount $100,000 New Amount $149,000	Will provide specialized hazardous materials handling including Chemical, Biological, Radiological and Nuclear training for Hospital based clinical providers in San Francisco.	Regular	12/31/07

2011-04/05 *Over to 8/21/06*	Public Health	Increase Amount $12,600.000 New Amount $16,000,000	Will provide TB/STD related diagnosis, monitoring, treatment, patient prevention education, community support, training/technical assistance, and drug studies. These services will be provided to residents of the City and County of San Francisco.	Continuing	06/30/09
4099-02/03	Municipal Transportation Agency	Increase Amount $17,176,492 New Amount $29,800,000	Will conduct Phase II of the Third Street Light Rail Transit Project, New Central Subway (NCS), consisting of a 1.7 mile extension of the Initial Operating Segment (IOS) north of King Street on Fourth Street and Stockton Street.	Regular	02/28/08
4015-05/06	Emergency Communications	Increase Amount $1,541,000 New Amount $3,441,000	Will prepare a San Francisco Bay Regional Emergency Coordination Plan, Standard Operation Procedures, a training plan and curriculum, and regional exercises to test and refine the Regional Emergency Coordination Plan.	Regular	09/30/07

Speakers: Yvonne Martinez, SEIU Local 790 and Jacquie Hale, Department of Public Health spoke on PSC #2011-04/05.

Action:

(1) Postpone PSC #4018-06/07 to the meeting of August 21, 2006 at the request of the Department of Children, Youth, and Their Families. (Vote of 4 to 0)
(2) Postpone PSC #2011-04/05 to the meeting of August 21, 2006 at the request of SEIU Local 790. (Vote of 4 to 0)
(3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0502-06-1 **Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (Item No. 7)**

Speakers: Rich David, Department of Human Resources.

Action: Adopt the report. Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590.7; Provide report to the Board of Supervisors. (Vote of 4 to 0)

0723-05-2 **San Francisco Fire Department Semi-Annual Report regarding Class H – 3 Level II Paramedic and SFFD EMS Reconfiguration. (Item No. 8)**

February 6, 2006: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Jonathan Meade (Local 790). The Department of Human Resources will submit semi-annual reports to the Commission.

Speakers: Larry Bradshaw, H – 1 Paramedic
Lorrie Beth Slonsky, Retired H – 1 Paramedic/ Editor Gurney Gazette
Ed Warshauer, SEIU Local 790

Action: Adopt report. (Vote of 4 to 0)

0501-06-5 **Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Police and Fire. (Item No. 9)**

Speakers: Bruce Topp, Department of Human Resources

Action: Adopt the report. (Vote of 5 to 0)

0388-05-2 **Appeal by Bill Maher of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Regulatory Affairs Manager from 0931 Manager II to 0933 Manager V. (Item No. 10)**

May 15, 2006: Postpone to the meeting of June 19, 2006.

June 19, 2006: Postpone to the meeting of August 7, 2006 at the request of Bill Maher.

Speakers: None.

Action: Postpone to the meeting of August 21, 2006 at the request of Bill Maher. (Vote of 4 to 0)

0717-05-4 **Appeal by Barbara Hernandez of her background rejection for 8238 Public Safety Communications Dispatcher. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of September 18, 2006 at the request of Barbara Hernandez. (Vote of 4 to 0)

0198-05-6 **Appeal by June Waechtler of the Human Resources Director's determination of insufficient evidence to sustain the charge of hostile work environment due to sex. (Item No. 12)**

May 15, 2006: Postpone to the meeting of June 19, 2006 at the request of June Waechtler.

June 19, 2006: Postpone to the meeting of July 17, 2006. The Commission stipulated this would be the last continuance granted.

July 17, 2006: Postpone to the meeting of August 7, 2006.

Speakers: Elizabeth Jacobi, Department of Human Resources
June Waechtler, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by June Waechtler. (Vote of 4 to 1; Commissioner Casper dissents.)

0666-03-7 **Determination of future employability: permanent exempt appointment of Marie Alexander, D.A. Investigative Assistant (Job Code 8132) District Attorney's Office. (Item No. 13)**

Speakers: None.

Action: No future employment with the District Attorney's Office. (Vote of 5 to 0) Marie Alexander failed to appear.

0671-04-7 **Determination of future employability: permanent civil service appointment of Lois Spivey, Senior Clerk Typist (Job Code 1426) San Francisco Unified School District. (Item No. 14)**

Speakers: None.

Action: Postpone to the meeting of September 18, 2006 at the request of Lois Spivey. (Vote of 4 to 0)

0707-03-7 **Determination of future employability: temporary exempt appointment of Doreen Thomas, School Lunchroom Helper (Job Code 2615) San Francisco Unified School District. (Item No. 15)**

Speakers: None.

Action: Postpone to the meeting of September 18, 2006 at the request of Doreen Thomas. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 16)

No updates.

EXECUTIVE OFFICER'S REPORT

0505-06-11 **Preliminary Report on the Inspection Service Request regarding employment practices at the Taxi Commission. (Item No. 17)**

Speakers: Kate Favetti, Executive Officer
Charles Rathbone suggested that the Administrative Assistant position be removed from an exempt status.
Carl Macmurdo, President, San Francisco Taxi PDA expressed concern that Administrative Assistant having access to confidential information make position non-exempt.

Action: Accept the report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

3:39 p.m.

The meeting adjourned in memory of Officer Nick-Tomasito Birco, San Francisco Police Department who passed away on July 26, 2006, and in honor of Chief Kenneth Nnamani, Nigerian Senate President who visited San Francisco on July 28, 2006.

Accolades were given to President Linda Richardson for her service on the Civil Service Commission and congratulations on her appointment to the Human Rights Commission.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED – (2)

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 21, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 21, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 7, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0500-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4018-06/07	Department of Children, Youth, & Families	Increase Amount $15,000 New Amount $65,000	Will support the SafeStart Initiative by participating as a member of the initiative Advisory Council and attending its meetings, assist in the preparation of SafeStart training materials, provide technical assistance, training, and consultation.	Regular	06/30/07
2011-04/05	Public Health	Increase Amount $12,600.000 New Amount $16,000,000	Will provide TB/STD related diagnosis, monitoring, treatment, patient prevention education, community support, training/technical assistance, and drug studies. These services will be provided to residents of the City and County of San Francisco.	Continuing	06/30/09

August 7, 2006: Postpone PSC #4018-06/07 to the meeting of August 21, 2006 at the request of the Department of Children, Youth and Their Families.

Postpone PSC #2011-04/05 to the meeting of August 21, 2006 at the request of SEIU Local 790.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0545-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4020-06/07	General Services Agency	$100,000	Will monitor and report contractors and subcontractors located outside of the San Francisco Bay Area and in countries other than the United States who provide goods to the City in compliance with the City's Sweat-free Contracting Ordinance.	Regular	07/31/08
4021-06/07 *Appears on Regular Agenda as an appeal.*	Fire	$150,000	Will perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary 24 hours per day and seven days per week.	Regular	06/30/08

4022-06/07	Public Works	$318,000	Will conduct pilot cleaning programs that affect both public and private properties; organize community support; assist in developing and conducting outreach and education efforts; and conduct neighborhood cleaning projects.	Regular	06/30/09
4023-06/07	Public Works	$3,000,000	Will perform as-needed special inspection & testing svcs., e.g., tests on reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, & spray-applied fireproofing, for the City's building construction & renovation projects.	Regular	08/31/11
4024-06/07	Public Works	$3,200,000	Will provide as-needed environmental project planning services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	09/14/11
4025-06/07	Emergency Communications-Office of Emergency Services and Homeland Security	$68,384	Will work with community organizations, business leaders, residents and faith organizations to develop and implement a Community Disaster Plan for SF's Chinatown Community.	Regular	12/31/06
4026-06/07	Human Resources	$250,000	Will provide an integrated system that will accept applications and process applicants through the City's hiring/referral process through the internet.	Regular	08/31/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Municipal Transportation Agency's response to the request for information concerning the processing of pending discrimination cases. (File No. 0555-06-1) – Action Item

Recommendation of the Director of Transportation: Accept report.

(8) Municipal Transportation Agency's Provisional Appointment Report. (File No. 0546-06-1) – Action Item

Recommendation of the Director of Transportation: Adopt report.

(9) Municipal Transportation Agency's Report on appointments exempt from civil service under Charter Section 10.104-16 through 10.104-18. (File No. 0547-06-1) – Action Item

Recommendation of the Director of Transportation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Appeal by Bill Maher of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Regulatory Affairs Manager from 0931 Manager II to 0933 Manager V. (File No. 0388-05-2) – Action Item

May 15, 2006: Postpone to the meeting of June 19, 2006.

June 19, 2006: Postpone to the meeting of August 7, 2006 at the request of Bill Maher.

August 7, 2006: Postpone to the meeting of August 21, 2006 at the request of Bill Maher.

Recommendation: Deny the appeal by Bill Maher; Adopt the Department of Human Resources staff report and approve the classification action (MCCP File No. 27-109) of Airport Regulatory Affairs Manager as 0931 Manager III.

(11) Appeal by Kirk Lau of the background rejection for Q – 2 Police Officer. (File No. 0241-06-4) – Action Item

Recommendation: Sustain the recommendation of the Police Department and the Department of Human Resources' decision to reject Kirk Lau for the position of Q – 2 Police Officer.

(12) Appeal by Ryan Durling of the background rejection for Q – 2 Police Officer. (File No. 0317-06-4) – Action Item

Recommendation: Sustain the recommendation of the Police Department and the Department of Human Resources' decision to reject Ryan Durling for the position of Q – 2 Police Officer.

(13) Appeal by International Brotherhood of Electrical Workers (IBEW) Local 6 and Sheet Metal Workers Local 104 on the proposed personal services contract number 4021-06/07, San Francisco Fire Department. (File No. 0548-06-8) – Discussion and Possible Action

Recommendation: Open for discussion.

(14) Proposed amendments to Civil Service Commission Rule 112 to add Article VI – Holdover Rosters and Return to Duty for Classes ~~Represented by the Municipal Executives' Association~~ in the Management (M) and Executive Management (EM) Bargaining Units, specifically to eliminate interdepartmental bumping for Classes ~~Represented by the Municipal Executives' Association~~ in the M and EM Bargaining Units including "Management Unrepresented" Classes covered in the Unrepresented Ordinance. (File No. 0549-06-5) – Discussion and Possible Action

Recommendation: Amend posting; Continue Meet and Confer.

(15) Appeal by Ruth Amernick of the Human Resources Director's determination of insufficient evidence to support the complaint of retaliation, harassment and failure to accommodate. (File No. 0684-05-6) – Action Item

March 20, 2006: Postpone to the meeting of June 19, 2006 at the request of Ruth Amernick.

June 19, 2006: Postpone to the meeting of August 21, 2006 at the request of Ruth Amernick. This will be the last continuance granted.

Recommendation of the Human Resources Director: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Ruth Amernick.

A. If, in the course of the Commission's consideration of Agenda Item 15, there is discussion which may be held in closed session for reasons of privacy, the Commission may exercise its power to go into closed session for that purpose.

   Vote on whether to hold closed session on a Personnel Matter pursuant to California Government Code Section 54957(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1. (ACTION ITEM)

B. Closed session pursuant to California Government Code Section 54957(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1.
   1) PERSONNEL MATTER
      Employee Affected: Ruth Amernick.
      (DISCUSSION/POSSIBLE ACTION ITEM)

C. Reconvene in open session:
   1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (ACTION ITEM)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(16) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(17) General Update on the Status of Civil Service Commission Goals and Objectives as of June 30, 2006. (File No. 0549-06-1)

Recommendation: Accept the report.

(18) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(19) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(20) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
August 21, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:00 p.m.

ROLL CALL

President Linda F. Richardson	Not present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Vice President Thomas T. Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of August 7, 2006

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

A Special Strategic Planning Meeting of the Civil Service Commission will be held on Friday, August 25, 2006 at 9:00 a.m. in Room 400 City Hall.

0500-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4018-06/07	Department of Children, Youth, & Families	Increase Amount $15,000 New Amount $65,000	Will support the SafeStart Initiative by participating as a member of the initiative Advisory Council and attending its meetings, assist in the preparation of SafeStart training materials, provide technical assistance, training, and consultation.	Regular	06/30/07
2011-04/05	Public Health	Increase Amount $12,600.000 New Amount $16,000,000	Will provide TB/STD related diagnosis, monitoring, treatment, patient prevention education, community support, training/technical assistance, and drug studies. These services will be provided to residents of the City and County of San Francisco.	Continuing	06/30/09

August 7, 2006: Postpone PSC #4018-06/07 to the meeting of August 21, 2006 at the request of the Department of Children, Youth and Their Families.

Postpone PSC #2011-04/05 to the meeting of August 21, 2006 at the request of SEIU Local 790.

Speakers: Artina Lim and Andrea Lee, Children, Youth and Their Families spoke on PSC #4018-06/07.

Jacquie Hale and Ginger Smyly, Department of Public Health spoke on PSC #2011-04/05.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0545-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4020-06/07	General Services Agency	$100,000	Will monitor and report contractors and subcontractors located outside of the San Francisco Bay Area and in countries other than the United States who provide goods to the City in compliance with the City's Sweat-free Contracting Ordinance.	Regular	07/31/08
4021-06/07 *Appeal withdrawn.*	Fire	$150,000	Will perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary 24 hours per day and seven days per week.	Regular	06/30/08

4022-06/07	Public Works	$318,000	Will conduct pilot cleaning programs that affect both public and private properties; organize community support; assist in developing and conducting outreach and education efforts; and conduct neighborhood cleaning projects.	Regular	06/30/09
4023-06/07	Public Works	$3,000,000	Will perform as-needed special inspection & testing svcs., e.g., tests on reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, & spray-applied fireproofing, for the City's building construction & renovation projects.	Regular	08/31/11
4024-06/07	Public Works	$3,200,000	Will provide as-needed environmental project planning services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	09/14/11
4025-06/07	Emergency Communications- Office of Emergency Services and Homeland Security	$68,384	Will work with community organizations, business leaders, residents and faith organizations to develop and implement a Community Disaster Plan for SF's Chinatown Community.	Regular	12/31/06
4026-06/07	Human Resources	$250,000	Will provide an integrated system that will accept applications and process applicants through the City's hiring/referral process through the internet.	Regular	08/31/09

Speakers: Donna Levitt and Carmen Herrera, Office of Contract Administration spoke on PSC #4020-06/07.
Asst. Deputy Chief Lorrie Kalos, San Francisco Fire Department spoke on PSC #4021-06/07.
Phil Galli and Chris Ellen Montgomery, Department of Public Works spoke on PSC #4022-06/07.
Stan Souza and Maurice Williams, Department of Public Works spoke on PSC #4023-06/07 and PSC #4024-06/07.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0555-06-1 **Municipal Transportation Agency's response to the request for information concerning the processing of pending discrimination cases. (Item No. 7)**

Speakers: None.

Action: Accept report. (Vote of 4 to 0)

0546-06-1 **Municipal Transportation Agency's Provisional Appointment Report. (Item No. 8)**

Speakers: None.

Action: Adopt report. (Vote of 4 to 0)

0547-06-1 **Municipal Transportation Agency's Report on appointments exempt from civil service under Charter Section 10.104-16 through 10.104-18. (Item No. 9)**

Speakers: None.

Action: Adopt report. (Vote of 4 to 0)

0388-05-2 **Appeal by Bill Maher of the decision by the Human Resources Director to deny his request to reclassify his position of Airport Regulatory Affairs Manager from 0931 Manager III to 0933 Manager V. (Item No. 10)**

May 15, 2006: Postpone to the meeting of June 19, 2006.

June 19, 2006: Postpone to the meeting of August 7, 2006 at the request of Bill Maher.

August 7, 2006: Postpone to the meeting of August 21, 2006 at the request of Bill Maher.

Speakers: Elizabeth Jacobi, Department of Human Resources
Bill Maher, Appellant
Peter Nardoza, San Francisco International Airport
Bob Pritchard, Department of Human Resources

Action: Grant appeal. (Vote of 3 to 1; Commissioner Gorrono dissents)

0241-06-4 **Appeal by Kirk Lau of the background rejection for Q – 2 Police Officer. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of September 18, 2006 at 5:00 p.m. at the request of Kirk Lau. (Vote of 4 to 0)

0317-06-4 **Appeal by Ryan Durling of the background rejection for Q – 2 Police Officer. (Item No. 12)**

Speakers: Capt. Mario Gonzalez, San Francisco Police Department
Sgt. Dennis Callaghan, San Francisco Police Department
Sgt. Michael Zurcher, San Francisco Police Department
Ryan Durling, Appellant

Action: Sustain the recommendation of the Police Department and the Department of Human Resources' decision to reject Ryan Durling for the position of Q – 2 Police Officer.
(Vote of 4 to 0)

0548-06-8 **Appeal by International Brotherhood of Electrical Workers (IBEW) Local 6 and Sheet Metal Workers Local 104 on the proposed personal services contract number 4021-06/07, San Francisco Fire Department. (Item No. 13)**

Action: Appeal withdrawn. This item was heard in Ratification Agenda.

0549-06-5 **Proposed amendments to Civil Service Commission Rule 112 to add Article VI – Holdover Rosters and Return to Duty for Classes ~~Represented by the Municipal Executives' Association~~ in the Management (M) and Executive Management (EM) Bargaining Units, specifically to eliminate interdepartmental bumping for Classes ~~Represented by the Municipal Executives' Association~~ in the M and EM Bargaining Units including "Management Unrepresented" Classes covered in the Unrepresented Ordinance. (Item No. 14)**

Speakers: None.

Action: Amend posting; Notify all employees in the Management (M) and Executive Management (EM) in the Unrepresented Classes; Continue Meet and Confer. (Vote of 4 to 0)

0684-05-6 **Appeal by Ruth Amernick of the Human Resources Director's determination of insufficient evidence to support the complaint of retaliation, harassment and failure to accommodate. (Item No. 15)**

March 20, 2006: Postpone to the meeting of June 19, 2006 at the request of Ruth Amernick.

June 19, 2006: Postpone to the meeting of August 21, 2006 at the request of Ruth Amernick. This will be the last continuance granted.

A. If, in the course of the Commission's consideration of Agenda Item 15, there is discussion which may be held in closed session for reasons of privacy, the Commission may exercise its power to go into closed session for that purpose.

Vote on whether to hold closed session on a Personnel Matter pursuant to California Government Code Section 54957(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1. (Vote of 4 to 0)

B. Closed session pursuant to California Government Code Section 54957(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1.

1) PERSONNEL MATTER
Employee Affected: Ruth Amernick.
(DISCUSSION/POSSIBLE ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session began at 4:17 p.m. with the following present:
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney
Larry Amernick for Ruth Amernick (left at 4:53 p.m.)
Ruth Amernick, Appellant
Stephanie Chan, San Francisco Public Library
Elizabeth Jacobi, Department of Human Resources
Katheryn S. Lawhun, San Francisco Public Library
Donna Marion, San Francisco Public Library
Fran Quitul for Ruth Amernick
Gloria Sheppard, Civil Service Commission
Karen Strauss, San Francisco Public Library
Mark C. Vandiver, San Francisco Public Library

Closed Session ended at 5:47 p.m.

C. Reconvened in open session at 5:47 p.m.

1) Vote to elect whether to disclose any or all discussions held in closed session.
(San Francisco Administrative Code Section 67.12(a). **(ACTION ITEM)**

Disclosure of action taken in closed session.

The Commission voted not to disclose discussions held in closed session except its vote of 4 to 0 to adopt the staff report; Sustain the decision of the Human Resources Director; deny the appeal by Ruth Amernick. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No 16)

No updates.

EXECUTIVE OFFICER'S REPORT

0549-06-1 **General Update on the Status of Civil Service Commission Goals and Objectives as of June 30, 2006. (Item No. 17)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

5:53 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Friday, August 25, 2006

9:00 a.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

San Francisco Public Library
Main Library, Civic Center
Attn: Government Info. Center
Box 41 (AG)

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement, and an Outline of Discussion.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)

- Civil Service Commission Meeting and Hearing Procedures
- Civil Service Commission Rules and Policies
- Goals and Objectives for Fiscal Year 2006 – 2007

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's
representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting

Friday, August 25, 2006

9:00 a.m.

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THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 9:05 a.m.

Present: Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper (Arrived @ 9:15 a.m.)
Commissioner Morgan R. Gorrono

Vice President Thomas T. Ng presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

Mary Fitzpatrick, Controller's Office, said she's looking forward to clarification of policies and guidelines on employees as vendors.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Section 10.100 and an Outline of Discussion.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)

- Civil Service Commission Meeting and Hearing Procedures
- Civil Service Commission Rules and Policies
- Goals and Objectives for Fiscal Year 2006 – 2007

Speakers: 1) Ted Yamasaki, Department of Human Resources

2) Criss Romero – IPFTE – Local 21, spoke on various items.

3) Donna Kotake, Department of Human Resources

4) John St. Croix, Ethics Commission

5) Micki Callahan, Department of Human Resources

IV. Adjournment

12:02 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5
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5/06

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
September 5, 2006

10:00 a.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 5, 2006
10:00 a.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 21, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0583-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4027-06/07	Public Utilities Commission	$9,500,000	Will provide specialized engineering and construction support services in the design, rehabilitation, and construction of the San Joaquin Pipeline System for both San Joaquin Pipeline and Rehabilitation of Existing San Joaquin Pipelines projects.	Regular	12/01/15
4028-06/07	Public Library	$750,000	Will develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages.	Regular	06/30/12
4029-06/07	Municipal Transportation Agency	$5,000,000	Will provide professional services, technical support, replace and upgrade equipment to maintain the Advanced Train Control System (ATCS) for MTA's subway rail vehicles.	Regular	08/31/16
4030-06/07	Municipal Transportation Agency	$13,500,000	Will provide separate professional parking garage management services at various garages throughout San Francisco, which include but are not limited to: providing parking personnel for cashiering, security, janitorial services and valet parking.	Regular	08/31/09
4031-06/07	Municipal Transportation Agency	$175,905	Will provide parts, labor, and software system to install 110 Automatic Passenger Counter devices on to select MTA Revenue Vehicles.	Regular	12/31/06
4032-06/07	Municipal Transportation Agency	$100,000	Will provide federally mandated urine analysis for safety-sensitive employees with the Municipal Transportation Agency (MTA).	Regular	10/31/09
4033-06/07	Public Works	$1,000,000	Will perform highly specialized geotechnical engineering tasks that include geotechnical investigations, reports, presentations, field inspection, and consultation for the San Francisco General Hospital (SFGH) Rebuild Program.	Regular	09/30/16

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Department of Human Resources Report on Provisional Appointments. (File No. 0584-06-1) - Action Item

Recommendation of the Human Resources Director:	Accept and file the report.

(7) Department of Human Resources Report on appointments exempt from civil service under Charter Section 10.104-16 through 10.104-18. (File No. 0588-06-1) – Action Item

Recommendation of the Human Resources Director	Accept and file the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Vakil Kuner of the decision of the Human Resources Director to deny his request for reclassification of his 1071 IS Manager position to Class 0942 Manager VII. (File No. 0473-05-2) – Action Item

Recommendation of the Human Resources Director:	Deny the appeal by Vakil Kuner for re-classification of his 1071 IS Manager position to Class 0942 Manager VII and approve the Classification action of 0941 Manager VI (MCCP File #45-034).

(9) Appeal by Frank Valdez, Jr. of the Human Resources Director's determination of insufficient evidence to support his complaint of a hostile work environment and retaliation. (File No. 0037-06-6) – Action Item

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Frank Valdez, Jr.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(11) Goals and Objectives – Fiscal Year 2006-07. (File No. 0589-06-1) – Action Item

Recommendation of the Executive Officer: Accept the report.

(12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
September 5, 2006

AMENDED

1:30 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 5, 2006
1:30 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

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(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) ***APPROVAL OF NEW MEETING TIME TO 1:30 P.M. FROM 10:00 A.M. FOR SEPTEMBER 5, 2006 RESCHEDULED REGULAR MEETING (ACTION ITEM)***

Recommendation: Approve.

(3A) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of August 21, 2006

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0583-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4027-06/07	Public Utilities Commission	$9,500,000	Will provide specialized engineering and construction support services in the design, rehabilitation, and construction of the San Joaquin Pipeline System for both San Joaquin Pipeline and Rehabilitation of Existing San Joaquin Pipelines projects.	Regular	12/01/15
4028-06/07	Public Library	$750,000	Will develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages.	Regular	06/30/12
4029-06/07	Municipal Transportation Agency	$5,000,000	Will provide professional services, technical support, replace and upgrade equipment to maintain the Advanced Train Control System (ATCS) for MTA's subway rail vehicles.	Regular	08/31/16
4030-06/07	Municipal Transportation Agency	$13,500,000	Will provide separate professional parking garage management services at various garages throughout San Francisco, which include but are not limited to: providing parking personnel for cashiering, security, janitorial services and valet parking.	Regular	08/31/09
4031-06/07	Municipal Transportation Agency	$175,905	Will provide parts, labor, and software system to install 110 Automatic Passenger Counter devices on to select MTA Revenue Vehicles.	Regular	12/31/06
4032-06/07	Municipal Transportation Agency	$100,000	Will provide federally mandated urine analysis for safety-sensitive employees with the Municipal Transportation Agency (MTA).	Regular	10/31/09
4033-06/07	Public Works	$1,000,000	Will perform highly specialized geotechnical engineering tasks that include geotechnical investigations, reports, presentations, field inspection, and consultation for the San Francisco General Hospital (SFGH) Rebuild Program.	Regular	09/30/16

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(6) **Department of Human Resources Report on Provisional Appointments. (File No. 0584-06-1) - Action Item**

Recommendation of the Human Resources Director: Accept and file the report.

(7) **Department of Human Resources Report on appointments exempt from civil service under Charter Section 10.104-16 through 10.104-18. (File No. 0588-06-1) – Action Item**

Recommendation of the Human Resources Director Accept and file the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Appeal by Vakil Kuner of the decision of the Human Resources Director to deny his request for reclassification of his 1071 IS Manager position to Class 0942 Manager VII. (File No. 0473-05-2) – Action Item**

Recommendation of the Human Resources Director: Deny the appeal by Vakil Kuner for re-classification of his 1071 IS Manager position to Class 0942 Manager VII and approve the Classification action of 0941 Manager VI (MCCP File #45-034).

(9) **Appeal by Frank Valdez, Jr. of the Human Resources Director's determination of insufficient evidence to support his complaint of a hostile work environment and retaliation. (File No. 0037-06-6) – Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Frank Valdez, Jr.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(11) **Goals and Objectives – Fiscal Year 2006-07. (File No. 0589-06-1) – Action Item**

Recommendation of the Executive Officer: Accept the report.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
September 5, 2006

1:30 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

1:32 p.m.

ROLL CALL

Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present

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Vice President Thomas T. Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF NEW MEETING TIME TO 1:30 P.M. FROM 10:00 A.M. FOR SEPTEMBER 5, 2006 RESCHEDULED REGULAR MEETING

Action: Approve. (Vote of 3 to 0)

APPROVAL OF MINUTES

Regular Meeting of August 21, 2006

Action: Approve. (Vote of 3 to 0)

0583-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4027-06/07	Public Utilities Commission	$9,500,000	Will provide specialized engineering and construction support services in the design, rehabilitation, and construction of the San Joaquin Pipeline System for both San Joaquin Pipeline and Rehabilitation of Existing San Joaquin Pipelines projects.	Regular	12/01/15
4028-06/07	Public Library	$750,000	Will develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages.	Regular	06/30/12
4029-06/07	Municipal Transportation Agency	$5,000,000	Will provide professional services, technical support, replace and upgrade equipment to maintain the Advanced Train Control System (ATCS) for MTA's subway rail vehicles.	Regular	08/31/16
4030-06/07	Municipal Transportation Agency	$13,500,000	Will provide separate professional parking garage management services at various garages throughout San Francisco, which include but are not limited to: providing parking personnel for cashiering, security, janitorial services and valet parking.	Regular	08/31/09
4031-06/07	Municipal Transportation Agency	$175,905	Will provide parts, labor, and software system to install 110 Automatic Passenger Counter devices on to select MTA Revenue Vehicles.	Regular	12/31/06
4032-06/07	Municipal Transportation Agency	$100,000	Will provide federally mandated urine analysis for safety-sensitive employees with the Municipal Transportation Agency (MTA).	Regular	10/31/09
4033-06/07	Public Works	$1,000,000	Will perform highly specialized geotechnical engineering tasks that include geotechnical investigations, reports, presentations, field inspection, and consultation for the San Francisco General Hospital (SFGH) Rebuild Program.	Regular	09/30/16

Speakers: Tracy Cael and James Howells, Public Utilities Commission spoke on PSC #4027-06/07.
Vivian Pisano, San Francisco Public Library spoke on PSC #4028-06/07.
Suzanne Wong and Patty DeVlieg, Municipal Transportation Agency spoke on PSC #4029-06/07.
Steve Lee, Municipal Transportation Agency spoke on PSC #4030-06/07.
Tony Leung, Department of Public Works spoke on PSC #4033-06/07.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0584-06-1 **Department of Human Resources Report on Provisional Appointments. (Item No. 6)**

Speakers: Robert Pritchard, Department of Human Resources

Action: Accept and file the report. (Vote of 3 to 0)

0588-06-1 **Department of Human Resources Report on appointments exempt from civil service under Charter Section 10.104-16 through 10.104-18. (Item No. 7)**

Speakers: Kerry Ko and Bob Pritchard, Department of Human Resources

Action: Accept and file the report. (Vote of 3 to 0)

0473-05-2 **Appeal by Vakil Kuner of the decision of the Human Resources Director to deny his request for reclassification of his 1071 IS Manager position to Class 0942 Manager VII. (Item No. 8)**

Speakers: Elizabeth Jacobi, Department of Human Resources
Vakil Kuner, Appellant
Bob Pritchard, Department of Human Resources
Rod Loucks, Department of Telecommunications and Information Services
Phil Arnold, Human Services Agency

Action: Deny the appeal by Vakil Kuner for re-classification of his 1071 IS Manager position to Class 0942 Manager VII and approve the Classification action of 0941 Manager VI (MCCP File #45-034). (Vote of 2 to 1; Commissioner Casper dissents)

Postpone to the meeting of December 4, 2006 unless an earlier Special Meeting can be convened with all Commissioners and key personnel present.

Note: Commissioner Casper dissented based on the salient difference between the Class specifications for the 0941 Manager VI and 0942 Manager VII. A Manager VII makes decisions which directly impact an entire department and inappropriate decisions may result in the irreversible impact on the health and welfare of the public. The appellant has demonstrated by a preponderance of the evidence how his decisions can impact the health and welfare of a large segment of the public.

0037-06-6 **Appeal by Frank Valdez, Jr. of the Human Resources Director's determination of insufficient evidence to support his complaint of a hostile work environment and retaliation. (Item No. 9)**

Speakers: Elizabeth Jacobi, Department of Human Resources
Frank Valdez, Jr., Appellant
Emogene Anderson, Department of Public Health

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Frank Valdez, Jr. (Vote of 3 to 0)

Note: The Commission noted that although the conduct did not extend over a period of time; it was a single incident; and there is no history of the accused making similar remarks, such behavior is not appropriate and will not be tolerated in the workplace. The employer addressed the incident and the accused was sent to training with no further incidents. Therefore, the investigation failed to meet the burden of proof that the conduct created an abusive working environment or that the appellant suffered an adverse employment action.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 10)

Philip Ginsburg, Human Resources Director announced the appointment of Elizabeth Jacobi as the new Human Resources Director at the Department of Public Health. He also announced that Kerry Ko has been appointed Assistant Deputy Director of Client Services. The Commission extended congratulatory words and wished them both well.

EXECUTIVE OFFICER'S REPORT

0589-06-1 **Goals and Objectives – Fiscal Year 2006-07. (Item No. 11)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:28 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5
18/06

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

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Regular Meeting
of
September 18, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

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I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 18, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of August 25, 2006

Recommendation: Approve.

Regular Meeting of September 5, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0617-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4034-06/07	City Planning	$250,000	Will provide as-needed economic services related to planning work currently underway for the Eastern Neighborhoods.	Regular	12/31/07
4035-06/07	Mayor's Office	$300,000	Will conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/07
4036-06/07	Mayor's Office	$300,000	Will conduct and coordinate state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/07
4037-06/07	Emergency Communications-Office of Emergency Services & Homeland Security	$148,500	Will institute Phase II of the Disaster Shelter Survey/Disaster Relief Database project to expand the shelter database to Marin and San Mateo Counties while adding enhancements to the website database that will directly benefit the 3 counties involved.	Regular	12/31/06
4038-06/07	Arts Commission	$345,000	Will conduct creative writing classes for youth-in-need at ten community-based sites in San Francisco.	Regular	06/30/07
4039-06/07	Board of Supervisors	$325,000	Will acquire, customize, install, and provide user training for Legislative tracking software to meet some SF requirements not already met by the off-the-shelf system, installed on the Board of Supervisor's server.	Regular	10/31/07
4040-06/07	Airport Commission	$375,000	Will provide as-needed inspection of deliveries and employees going to post-security retailers and restaurants at San Francisco International Airport (SFO) to verify any tampering or transport of restricted items into secure areas.	Regular	06/30/07
4041-06/07	Airport Commission	$590,000	Will implement an enterprise-wide property management and billing system to monitor, track and report revenue and other key business information on all San Francisco International Airport property leases, space permits, and other property contracts.	Regular	06/30/08
4042-06/07	Municipal Transportation Agency	$340,946	Will provide service, labor, and equipment for installation, testing, and maintenance Motorola radio equipment in order to expand the radio coverage for MTA's Security Division.	Regular	10/30/07
4104-05/06	Administrative Services - Mayor's Office of Public Finance	Increase Amount $280,000 New Amount $500,000	Will provide financial advisory services for the San Francisco Public Utilities Commission, which will include financial and legal analyses to size, price, and market bonds effectively to achieve the lowest borrowing cost to the City.	Regular	08/04/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(6) Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (File No. 0618-06-1) – Action Item

Recommendation: Adopt report; Forward to the Board of Supervisors.

(7) Appeal by Kirk Lau of the background rejection for Q – 2 Police Officer. (File No. 0241-06-4) Action Item

August 21, 2006: Postpone to the meeting of September 18, 2006 at the request of Kirk Lau.

Recommendation: Accept the request to withdraw appeal.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Barbara Hernandez of her background rejection for 8238 Public Safety Communications Dispatcher. (File No. 0717-05-4) – Action Item

August 7, 2006: Postpone to the meeting of September 18, 2006 at the request of Barbara Hernandez.

Recommendation: Deny the appeal. Sustain the decision of the Executive Director of the Emergency Communications Department not to lift Ms. Hernandez' background rejection at this time.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Determination of future employability: permanent civil service appointment of Lois Spivey, Senior Clerk Typist (Job Code 1426) San Francisco Unified School District. (File No. 0671-04-7) - Action Item

August 7, 2006: Postpone to the meeting of September 18, 2006 at the request of Lois Spivey.

Recommendation: No future employment with the San Francisco Unified School District.

(10) Determination of future employability: temporary exempt appointment of Doreen Thomas, School Lunchroom Helper (Job Code 2615) San Francisco Unified School District. (File No. 0707-03-7) - Action Item

August 7, 2006: Postpone to the meeting of September 18, 2006 at the request of Doreen Thomas.

Recommendation: Cancel any current examination and eligibility status; No future employment with the San Francisco Unified School District; No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(11) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

(12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/06

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
September 18, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:01 p.m.

ROLL CALL

Vice President Thomas T. Ng	Not Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Commissioner Alicia D. Becerril presided. (Vote of 3 to 0)

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of August 25, 2006

Action: Approve. (Vote of 3 to 0)

Regular Meeting of September 5, 2006

Action: Postpone to the meeting of October 2, 2006. (Vote of 3 to 0)

0617-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4034-06/07	City Planning	$250,000	Will provide as-needed economic services related to planning work currently underway for the Eastern Neighborhoods.	Regular	12/31/07
4035-06/07	Mayor's Office	$300,000	Will conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/07
4036-06/07	Mayor's Office	$300,000	Will conduct and coordinate state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/07
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4039-06/07	Board of Supervisors	$325,000	Will acquire, customize, install, and provide user training for Legislative tracking software to meet some SF requirements not already met by the off-the-shelf system, installed on the Board of Supervisor's server.	Regular	10/31/07
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4104-05/06	Administrative Services - Mayor's Office of Public Finance	Increase Amount $280,000 New Amount $500,000	Will provide financial advisory services for the San Francisco Public Utilities Commission, which will include financial and legal analyses to size, price, and market bonds effectively to achieve the lowest borrowing cost to the City.	Regular	08/04/08

Speakers: Bonita Davenport-McGee and Sarah Dennis, City Planning spoke on PSC #4034-06/07.
Amiee Albertson, Mayor's Office spoke on PSC #4035-06/07 and PSC #4036-06/07.
Galen Leung and Kim Dickie, San Francisco International Airport spoke on PSC 4040-06/07.
Galen Leung, San Francisco International Airport spoke on PSC #4041-06/07.

Action: Adopt the Human Resources Director's report on PSC #4034-06/07 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0618-06-3 **Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 6)**

Speakers: None.

Action: Adopt report; Forward to the Board of Supervisors. (Vote of 3 to 0)

0241-06-4 **Appeal by Kirk Lau of the background rejection for Q – 2 Police Officer. (Item No. 7)**

August 21, 2006: Postpone to the meeting of September 18, 2006 at the request of Kirk Lau.

Speakers: None.

Action: Accept the request to withdraw appeal. (Vote of 3 to 0)

0717-05-4 **Appeal by Barbara Hernandez of her background rejection for 8238 Public Safety Communications Dispatcher. (Item No. 8)**

August 7, 2006: Postpone to the meeting of September 18, 2006 at the request of Barbara Hernandez.

Speakers: None.

Action: Accept the request to withdraw appeal. (Vote of 3 to 0)

0671-04-7 **Determination of future employability: permanent civil service appointment of Lois Spivey, Senior Clerk Typist (Job Code 1426) San Francisco Unified School District. (Item No. 9)**

August 7, 2006: Postpone to the meeting of September 18, 2006 at the request of Lois Spivey.

Speakers: Candace Kronick, San Francisco Unified School District
Caroline Satoda, San Francisco Unified School District
Lois Spivey, Appellant

Action: No future employment with the San Francisco Unified School District. May apply for removal of departmental ban five years from the date of separation or September 7, 2009, pursuant to Civil Service Commission Rule 122, Article VII.
(Vote of 3 to 0)

0707-03-7 **Determination of future employability: temporary exempt appointment of Doreen Thomas, School Lunchroom Helper (Job Code 2615) San Francisco Unified School District. (Item No. 10)**

August 7, 2006: Postpone to the meeting of September 18, 2006 at the request of Doreen Thomas.

Speakers: Candace Kronick, San Francisco Unified School District

Action: Cancel any current examination and eligibility status; No future employment with the San Francisco Unified School District; No future employment with the City and County of San Francisco, No future employment with the Community College District.
(Vote 3 to 0) Ms. Thomas failed to appear.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS (Item No. 11)

None.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

3:18 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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GAVIN NEWSOM
MAYOR

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 2, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

5 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 2, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES

Regular Meeting of September 5, 2006

September 18, 2006 Postpone to the meeting of October 2, 2006

Recommendation: Approve.

Regular Meeting of September 18, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0645-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-06/07	Recreation & Parks	$300,000	Will provide environmental analysis services to complete the environmental analyses for the Natural Area Program Management Plan and to satisfy the requirements of CEQA guidelines, NEPA, and City, State and Federal regulations.	Regular	01/15/09
4044-06/07	Public Utilities Commission	$2,650,000	Will provide a detailed drainage modeling plan evaluating above ground surface drainage and over-land flow patterns.	Regular	10/01/08
4045-06/07	Municipal Trans-portation Agency	$360,000	Will retrofit forty-five Gillig coaches that were recently purchased from AC Transit.	Regular	02/28/07
4046-06/07	City Planning	$100,000	Will conduct evaluation of key sites along the Upper Market Street corrider and conduct a community process aimed to harness the potential of future design and development of visual character in the public realm.	Regular	06/30/07
4047-06/07	Environment	$90,000	Will provide Charter Bus transportation for the School Education Program's environmental field trips for grades K-12 students.	Regular	08/31/10
4048-06/07	Building Inspection	$2,000,000	Will provide market best practice expertise in construction permit tracking, provide leadership in reengineering the business processes in Department of Building Inspection and City Planning, and provide change management facilitation expertise.	Regular	05/30/08
4040-04/05	Public Utilities Commission	Increase Amount $4,500,000 New Amount $13,500,000	Will provide civil, structural, electrical, mechanical engineering and other specialized Engineering needed to complete utility engineering projects.	Regular	12/21/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Request by Thomalyn Lincoln-Virden to Lift Ban on Future Employment. (File No. 0646-06-7) – Action Item

Recommendation of the Director of Transportation: Remove the restriction banning future employment with the Municipal Transportation Agency.

(7) 2006 Equal Employment Opportunity Workforce Utilization Analysis Report. (File No. 0587-06-6) – Action Item

Recommendation of the Human Resources Director: Accept the report.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(8) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(9) Policies and Procedures on Commissioner Attendance at Meetings. (File No. 0647-06-1) – Discussion and Possible Action Item

Recommendation: Open for Discussion.

(10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(12) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2/06

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
October 2, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Excused
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

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Vice President Thomas T. Ng presided

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of September 5, 2006

September 18, 2006 Postpone to the meeting of October 2, 2006

Action: Postpone to the meeting of October 16, 2006. (Vote of 3 to 0)

Regular Meeting of September 18, 2006

Action: Postpone to the meeting of October 16, 2006. (Vote of 3 to 0)

0645-06-8 **Review of request for approval of proposed personal services contracts. (File No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-06/07	Recreation & Parks	$300,000	Will provide environmental analysis services to complete the environmental analyses for the Natural Area Program Management Plan and to satisfy the requirements of CEQA guidelines, NEPA, and City, State and Federal regulations.	Regular	01/15/09
4044-06/07	Public Utilities Commission	$2,650,000	Will provide a detailed drainage modeling plan evaluating above ground surface drainage and over-land flow patterns.	Regular	10/01/08
4045-06/07	Municipal Transportation Agency	$360,000	Will retrofit forty-five Gillig coaches that were recently purchased from AC Transit.	Regular	02/28/07
4046-06/07 *Over to 10/16/06*	City Planning	$100,000	Will conduct evaluation of key sites along the Upper Market Street corrider and conduct a community process aimed to harness the potential of future design and development of visual character in the public realm.	Regular	06/30/07
4047-06/07	Environment	$90,000	Will provide Charter Bus transportation for the School Education Program's environmental field trips for grades K-12 students.	Regular	08/31/10
4048-06/07	Building Inspection	$2,000,000	Will provide market best practice expertise in construction permit tracking, provide leadership in reengineering the business processes in Department of Building Inspection and City Planning, and provide change management facilitation expertise.	Regular	05/30/08
4040-04/05	Public Utilities Commission	Increase Amount $4,500,000 New Amount $13,500,000	Will provide civil, structural, electrical, mechanical engineering and other specialized Engineering needed to complete utility engineering projects.	Regular	12/21/09

Speakers: Sean McFadden, Recreation and Park spoke on PSC #4043-06/07.
Kofo Domingo and Bonnie Jones, Public Utilities Commission and Greg Braswell, Department of Public Works spoke on PSC #4044-06/07 and PSC 4040-04/05.
Becky Wike, Department of the Environment and Mike Casey, Municipal Transportation Agency spoke on PSC #4047-06/07.
Taras Madison and Sam Kwong, Department of Building Inspection spoke on PSC #4048-06/07.

Action: Postpone PSC #4046-06/07 to the meeting of October 16, 2006 at the request of City Planning. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0646-06-7 **Request by Thomalyn Lincoln-Virden to Lift Ban on Future Employment. (File No. 6)**

Speakers: Mike Casey, Municipal Transportation Agency
Thomalyn Lincoln-Virden, Appellant

Action: Remove the restriction banning future employment with the Municipal Transportation Agency. (Vote of 3 to 0)

0587-06-6 **2006 Equal Employment Opportunity Workforce Utilization Analysis Report. (File No. 7)**

Speakers: Dorothy Yee, Department of Human Resources

Action: Accept the report. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 8)

No updates.

EXECUTIVE OFFICER'S REPORT

0647-06-1 **Policies and Procedures on Commissioner Attendance at Meetings. (Item No. 9)**

Speakers: Anita Sanchez, Assistant Executive Officer

Action: The Commission directed staff to draft policy for review at the meeting of October 16, 2006. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Casper inquired on an Amendment to Section 2A.200 of the Administrative Code to be considered by the Board of Supervisors on October 3, 2006 regarding the reorganization of the Department of Emergency Communications and setting minimum qualifications outside the civil service process.

ADJOURNMENT

3:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

16/06

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

AMENDED

Regular Meeting
of
October 16, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 16, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of September 5, 2006

September 18, 2006 Postpone to the meeting of October 2, 2006

October 2, 2006: Postpone to the meeting of October 16, 2006

Recommendation: Approve.

Regular Meeting of September 18, 2006

October 2, 2006: Postpone to the meeting of October 16, 2006

Recommendation: Approve.

Regular Meeting of October 2, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS – (File No. 0692-06-1) - Action Item

Recommendation: Open for discussion

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0645-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-06/07	City Planning	$100,000	Will conduct evaluation of key sites along the Upper Market Street corridor and conduct a community process aimed to harness the potential of future design and development of visual character in the public realm.	Regular	06/30/07

October 2, 2006: Postpone to the meeting of October 16, 2006 at the request of City Planning.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0676-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-06/07	Environment	$5,000,000	Will provide CCSF with professional services for the Department's energy programs, including renewable energy. Will provide as-needed research, energy engineering, technical analysis, policy and program design and program implementation support.	Regular	10/31/10
4050-06/07	Environment	$4,000,000	Will perform direct installation of energy efficiency equipment in the small business sector.	Regular	10/31/10
4051-06/07	Emergency Communications-Office of Emergency Services & Homeland Security	$150,000	Will build on the work that was done in developing a Community Disaster Plan for District 5 in San Francisco by taking the best of the District 5 Plan and implementing similar versions of the plan in other Supervisorial Districts within San Francisco.	Regular	12/31/06

4052-06/07	Building Inspection	$900,000	Will provide a wide ranging program of studies and recommendations that will provide a basis for earthquake risk reduction and response policy development by the City staff, citizens, and experts that will extend over the next few years for the CCSF.	Regular	11/30/08
4053-06/07	Telecommunications & Information Services	$200,000	Will assess the IT management organizational structure of the Police Department, and determine long-term strategies and resources to support the continued development of the department's IT system.	Regular	02/28/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Department of Telecommunications and Information Services' six month Report on PSC #4018-05/06. (File No. 0164-06-8) – Discussion and Possible Action.

September 6, 2005: Conditional approval on PSC #4018-05/06; IFPTE Local 21 is agreeable to removing its protests/concerns about the contract; The Department of Telecommunications and Information Services and Local 21 have agreed to meet to discuss their staffing plan and approach to filling these vacancies along with the training that's needed; and the Department of Telecommunications and Information Services will report to the Commission every six months until the two positions are filled with permanent in-house staff. Notify the offices of the Controller and the Purchaser.

April 3, 2006: Accept the report regarding PSC #4018-05/06. The Department of Telecommunications and Information Services will continue to report to the Commission every six months until the two positions are filled with permanent in-house staff.

Recommendation: Open for discussion.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Municipal Transportation Agency's 2006 Equal Employment Opportunity Workforce Utilization Analysis Report. (File No. 0677-06-6) – Action Item

Recommendation of the Director of Transportation: Postpone to the meeting of November 6, 2006 at the request of the Municipal Transportation Agency.

(10) Department of Human Resources Class Consolidation Report. (File No. 0678-05-1) – Action Item

Recommendation: Postpone to the meeting of November 6, 2006 at the request of the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Review of request for approval of proposed personal services contracts. (File No. 0679-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-06/07	Human Resources	Increase Amount $20,490 New Amount $69,990	Will conduct a needs assessment and stakeholder analysis with departments to identify goals and objectives for the implementation of a citywide Disaster Service Worker training program.	Regular	11/29/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(12) Appeal by Marisela Mosqueda of her background rejection for Deputy Sheriff I (Job Code 8302). (File No. 0397-05-4) – Action Item

Recommendation of the Office of the Sheriff and the Human Resources Director: Adopt the report. Deny the appeal by Marisela Mosqueda.

(13) Appeal by Phyllis Porter of the Human Resources Director's decision to administratively close her complaint of discrimination on the basis of untimeliness. (File No. 0194-06-6) – Action Item

Recommendation of the Human Resources Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Phyllis Porter.

Director:

(14) Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (File No. 0288-06-6) – Action Item

Recommendation of the Human Resources Director and Director of Transportation:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob.

(15) Proposed amendments to Civil Service Commission Rule 112 to add Article VI – Holdover Rosters and Return to Duty for Classes in the Management (M) and Executive Management (EM) Bargaining Units, specifically to eliminate interdepartmental bumping for Classes in the M and EM Bargaining Units including "Management Unrepresented" Classes covered in the Unrepresented Ordinance. (File No. 0688-06-5) – Discussion and Possible Action

July 3, 2006	Post for meet and confer (Vote of 3 to 0)
August 21, 2006	Amend posting; Notify all employees in the Management (M) and Executive Management (EM) in the Unrepresented Classes; Continue Meet and Confer. (Vote of 4 to 0)

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session to confer with the designated labor negotiator, California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10 (e) **(Action Item)**

1) CONFERENCE WITH LABOR NEGOTIATOR - **(Discussion and Possible Action Item)**
California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10(e)
Philip Ginsburg, Human Resources Director/Labor Negotiator, CSC
Employee Organization: MEA representing Management employees
Unrepresented Employees: Email listing attached

Anticipated issue under negotiation:
Rule 112 to add Article VI

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 and San Francisco Administrative Code Section 67.12(b).

Recommendation: Open for Discussion

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(16) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(17) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2007. (File No. 0680-06-1) - Action Item**

Recommendation: Open for discussion.

(18) **Fiscal Year 2006 – 07 Goals and Objectives, effective September 30, 2006. (File No. 0681-06-1) – Action Item**

Recommendation: Accept the report.

(19) **Report on the Status of Audit and Review of Checklist. (File No. 0682-06-1) – Action Item**

Recommendation: Accept the report.

(20) **Draft Proposed Policy on Civil Service Commissioner Attendance at Meetings. (File No. 0683-06-1) - Action Item.**

Recommendation: Approve policy; forward to the Board of Supervisors.

(21) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(22) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(23) **ADJOURNMENT**

ATTACHMENT

Email listing of Unrepresented Employees (Item No. 15)

Jesse Smith/CTYATT, Therese Stewart/CTYATT, Marisa Moret/CTYATT, Armina Brown/MAYOR/SFGOV, Patti Carlise/MAYOR/SFGOV, Paige Barry/MAYOR/SFGOV, Jason Chan/MAYOR/SFGOV, Joe Arellano/MAYOR/SFGOV, kriztina palone/MAYOR/SFGOV, Justin Roja/MAYOR/SFGOV, Trisha Prashad/MAYOR/SFGOV, Jimmer Cassiol/MAYOR/SFGOV, Robert Ortega/MAYOR/SFGOV, Bernadine Lim/MAYOR/SFGOV, Charlotte Grimes/MAYOR/SFGOV, Lisa Shell/MAYOR/SFGOV, Katherine Anderson/DPH/SFGOV, Scott Oswald/MAYOR/SFGOV, Larisa Neymark/MAYOR/SFGOV, Myisha Hervey/MAYOR/SFGOV, Brenda Abrams/MAYOR/SFGOV, Rebecca Prowda/MAYOR/SFGOV, Dee Schexnayder/MAYOR/SFGOV, Lane Kasselman/MAYOR/SFGOV, Carmen Chu/MAYOR/SFGOV, Jennifer Petrucione/MAYOR/SFGOV, Anthony Oum/MAYOR/SFGOV, Giselle Barry/MAYOR/SFGOV, William Bass/DHR/SFGOV, Dawn Kamalanathan/RPD/SFGOV, Amiee Albertson/MAYOR/SFGOV, Allison Magee/MAYOR/SFGOV, Sue Wong/MAYOR/SFGOV, Daniel Homsey/MAYOR/SFGOV, Joanne Winship/JUV/SFGOV, Rod Seymore/MAYOR/SFGOV, Wade Crowfoot/MAYOR/SFGOV, David Onek/MAYOR/SFGOV, Albert Lerma/OCDHH/MAYOR/SFGOV, Jon Pon/OCDHH/MAYOR/SFGOV, Hydra Mendoza/MAYOR/SFGOV, Amy Tharpe/OCDHH/MAYOR/SFGOV, Nani Coloretti/MAYOR/SFGOV, Joel Lipski/OCDHH/MAYOR/SFGOV, Maggie Davis/OCDHH/MAYOR/SFGOV, Mike Farrah/MAYOR/SFGOV, Douglas Shoemaker/OCDHH/MAYOR/SFGOV, Noelle Simmons/MAYOR/SFGOV, David Chai/MAYOR/SFGOV, Alex Tourk/MAYOR/SFGOV, Melange Matthews/OCDHH/MAYOR/SFGOV, Charles Perl/MAYOR/SFGOV, Tamar Dorfman/OCDHH/MAYOR/SFGOV, Matthew Franklin/OCDHH/MAYOR/SFGOV, Peter Ragone/MAYOR/SFGOV, Fred Blackwell/OCDHH/MAYOR/SFGOV, Steve Kawa/MAYOR/SFGOV, Philip Ginsburg/Director/DHR/SFGOV, Mark Chandler/MAYOR/SFGOV, Cynthia Alexis/DA/SFGOV, Virginia Sunday/SFO/CCSF, Trisha Prashad/MAYOR/SFGOV, Dwayne Jones/OCDHH/MAYOR/SFGOV, Julian Potter/MAYOR/SFGOV, William Strawn/DBI/SFGOV, boutwelle@sfusd.edu, pcardon@muse.sfusd.edu, dcollin@poet.sfusd.edu, jcruz@muse.sfusd.edu, escalantem@sfusd.edu, greenw@sfusd.edu, hansenm@sfusd.edu, rkhanna@muse.sfusd.edu, leighm@sfusd.edu, vli@poet.sfusd.edu, lmarini@poet.sfusd.edu, eochi@muse.sfusd.edu, psmith@muse.sfusd.edu, pterrel@poet.sfusd.edu, pwalsh@sfusd.com, jhsio@ccsf.edu, tmoreno@ccsf.edu, shale@ccsf.edu

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

16/06

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES
Regular Meeting
October 16, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:05 p.m.

ROLL CALL

Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Vice President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of September 5, 2006

September 18, 2006	Postpone to the meeting of October 2, 2006
October 2, 2006:	Postpone to the meeting of October 16, 2006
Note:	Commissioner Morgan R. Gorrono recused. (Vote of 4 to 0)
Action:	Approve. (Vote of 3 to 0)

Regular Meeting of September 18, 2006

October 2, 2006: Postpone to the meeting of October 16, 2006

Note: Vice President Thomas T. Ng recused. (Vote of 4 to 0)

Action: Approve. (Vote of 3 to 0)

Regular Meeting of October 2, 2006

Note: Commissioner Alicia D. Becerril recused. (Vote of 4 to 0)

Action: Approve. (Vote of 3 to 0)

0692-06-1 **ELECTION OF OFFICERS – (Item No. 5)**

Action: Commissioner Thomas Ng was elected President for the term of office ending May 31, 2007. (Vote of 4 to 0) Commissioner Alicia D. Becerril was elected Vice President for the term of office ending May 31, 2007. (Vote of 4 to 0)

0645-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-06/07	City Planning	$100,000	Will conduct evaluation of key sites along the Upper Market Street corridor and conduct a community process aimed to harness the potential of future design and development of visual character in the public realm.	Regular	06/30/07

October 2, 2006: Postpone to the meeting of October 16, 2006 at the request of City Planning.

Speakers: Bonita Davenport-McGee and Sara Dennis, City Planning

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0676-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-06/07	Environment	$5,000,000	Will provide CCSF with professional services for the Department's energy programs, including renewable energy. Will provide as-needed research, energy engineering, technical analysis, policy and program design and program implementation support.	Regular	10/31/10

4050-06/07	Environment	$4,000,000	Will perform direct installation of energy efficiency equipment in the small business sector.	Regular	10/31/10
4051-06/07	Emergency Communications-Office of Emergency Services & Homeland Security	$150,000	Will build on the work that was done in developing a Community Disaster Plan for District 5 in San Francisco by taking the best of the District 5 Plan and implementing similar versions of the plan in other Supervisorial Districts within San Francisco.	Regular	12/31/06
4052-06/07	Building Inspection	$900,000	Will provide a wide ranging program of studies and recommendations that will provide a basis for earthquake risk reduction and response policy development by the City staff, citizens, and experts that will extend over the next few years for the CCSF.	Regular	11/30/08
4053-06/07	Telecommunications & Information Services	$200,000	Will assess the IT management organizational structure of the Police Department, and determine long-term strategies and resources to support the continued development of the department's IT system.	Regular	02/28/07

Speakers: Mark Westlund and Anne Kelly, Department of the Environment spoke on PSC #4049-06/07.
Amy Ramirez, Office of Emergency Service spoke on PSC #4051-06/07.
Laurence Kornfield, Department of Building Inspection spoke on PSC #4052-06/07.
Oli Sadler, Department of Telecommunications & Information Services spoke on PSC #4053-06/07.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote 4 to 0)

0164-06-8 Department of Telecommunications and Information Services' six month Report on PSC #4018-05/06. (Item No. 8)

September 6, 2005: Conditional approval on PSC #4018-05/06; IFPTE Local 21 is agreeable to removing its protests/concerns about the contract; The Department of Telecommunications and Information Services and Local 21 have agreed to meet to discuss their staffing plan and approach to filling these vacancies along with the training that's needed; and the Department of Telecommunications and Information Services will report to the Commission every six months until the two positions are filled with permanent in-house staff. Notify the offices of the Controller and the Purchaser.

April 3, 2006: Accept the report regarding PSC #4018-05/06. The Department of Telecommunications and Information Services will continue to report to the Commission every six months until the two positions are filled with permanent in-house staff.

Speakers: Edna Ho, Department of Telecommunications & Information Services
Criss Romero, IFPTE Local 21

Action: Accept the report regarding PSC #4018-05/06. The Department of Telecommunications and Information Services will continue to report to the Commission every six months until the one remaining position is filled with permanent in-house staff. (Vote of 4 to 0)

0677-06-6 Municipal Transportation Agency's 2006 Equal Employment Opportunity Work-force Utilization Analysis Report. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of November 6, 2006 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0678-05-1 Department of Human Resources Class Consolidation Report. (Item No. 10)

Speakers: None.

Action: Postpone to the meeting of November 6, 2006 at the request of the Department of Human Resources. (Vote of 4 to 0)

0679-06-8 Review of request for approval of proposed personal services contracts. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-06/07	Human Resources	Increase Amount $20,490 New Amount $69,990	Will conduct a needs assessment and stakeholder analysis with departments to identify goals and objectives for the implementation of a citywide Disaster Service Worker training program.	Regular	11/29/06

Speakers: Patti Martin and William Bass, Department of Human Resources

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0397-05-4 Appeal by Marisela Mosqueda of her background rejection for Deputy Sheriff I (Job Code 8302). (Item No. 12)

Speakers: Jennifer Johnston, Department of Human Resources
Franz Fuetsch, Office of the Sheriff

Action: Grant the appeal by Marisela Mosqueda. (Vote of 4 to 0)

0194-06-6 **Appeal by Phyllis Porter of the Human Resources Director's decision to administratively close her complaint of discrimination on the basis of untimeliness. (Item No. 13)**

Speakers: Jennifer Johnston, Department of Human Resources
Phyllis Porter, Appellant
Frank Martin del Campo, SEIU Local 790
Michael DeBellis, Public Utilities Commission

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Phyllis Porter. (Vote of 3 to 1; Vice President Alicia D. Becerril dissents.)

0288-06-6 **Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (Item No. 14)**

Speakers: None.

Action: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21. (Vote of 4 to 0)

0688-06-5 **Proposed amendments to Civil Service Commission Rule 112 to add Article VI – Holdover Rosters and Return to Duty for Classes in the Management (M) and Executive Management (EM) Bargaining Units, specifically to eliminate inter-departmental bumping for Classes in the M and EM Bargaining Units including "Management Unrepresented" Classes covered in the Unrepresented Ordinance. (Item No. 15)**

July 3, 2006 Post for meet and confer (Vote of 3 to 0)

August 21, 2006 Amend posting; Notify all employees in the Management (M) and Executive Management (EM) in the Unrepresented Classes; Continue Meet and Confer. (Vote of 4 to 0)

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

Speakers: Criss Romero, IFPTE Local 21

B) Vote on whether to hold closed session to confer with the designated labor negotiator, California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10 (e) **(Action Item)**

The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 4:30 p.m. with the following present:
President Thomas Ng
Vice President Alicia Becerril
Commissioner Donald Casper
Commissioner Morgan R. Gorrono
Philip Ginsburg, Human Resources Director
Kate Favetti, Executive Officer
Anita Sanchez, Assistant Executive Officer
Jennifer Johnston, Department of Human Resources
Ted Yamasaki, Department of Human Resources
Micki Callahan, Department of Human Resources
Gloria Sheppard, Civil Service Commission

1) CONFERENCE WITH LABOR NEGOTIATOR - **(Discussion and Possible Action Item)**
California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10(e)
Philip Ginsburg, Human Resources Director/Labor Negotiator, CSC
Employee Organization: MEA representing Management employees
Unrepresented Employees: Email listing attached

Anticipated issue under negotiation:
Rule 112 to add Article VI
Closed Session ended at 4:50 p.m.

C) Reconvened in open session at 4:50 p.m.

1) The Commission voted not to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a).
(Vote of 4 to 0)

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 and San Francisco Administrative Code Section 67.12(b).

Action: The Commission took no action.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 16)

The Human Resources Director reported as of October 2, 2006, Position Based Testing took effect and 100 Human Resource professionals have been trained on how to administer the exams. Based on the criteria reviewed and approved by the Civil Service Commission, over 400 positions have been pre-approved for Position Based Testing Program.

At Thursday's Fire Commission Meeting, Bruce Topp, Department of Human Resources did a presentation to the Fire Commission on the H – 30 Captain exam.

The Department of Human Resources is currently meeting with the Police Department and City College in an effort to get them more involved in the professional development of employees.

Eight people in the Department of Human Resources received awards from the Mayor's Fiscal Advisory Committee for their civil service reform work. They are Jennifer Johnston, Ted Yamasaki, Bruce Topp, Denise Cannonier-Craig, Michele Allersma, Kerry Ko, Karen Taylor and Julian Low.

EXECUTIVE OFFICER'S REPORT

0680-06-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2007. (File No. 17)**

Speakers: Kate Favetti, Executive Officer

Action: Gave direction to staff to make every effort to schedule the Rescheduled Regular Meetings in the afternoon. (Vote of 4 to 0)

0681-06-1 **Fiscal Year 2006 – 07 Goals and Objectives, effective September 30, 2006. (Item No. 18)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

0682-06-1 **Report on the Status of Audit and Review of Checklist. (Item No. 19)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

0683-06-1 **Draft Proposed Policy on Civil Service Commissioner Attendance at Meetings. (Item No. 20)**

Speakers: Kate Favetti, Executive Officer

Action: Approve policy; forward to the Board of Supervisors. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Donald Casper will draft a memo regarding City employment transition, i.e. hires, leaves, suspensions, disciplinary action and dismissals being placed on the City website and posted for 30 days.

ADJOURNMENT

5:24 p.m.

ATTACHMENT

Email listing of Unrepresented Employees (Item No. 15)

Jesse Smith/CTYATT, Therese Stewart/CTYATT, Marisa Moret/CTYATT, Armina Brown/MAYOR/SFGOV, Patti Carlise/MAYOR/SFGOV, Paige Barry/MAYOR/SFGOV, Jason Chan/MAYOR/SFGOV, Joe Arellano/MAYOR/SFGOV, kriztina palone/MAYOR/SFGOV, Justin Roja/MAYOR/SFGOV, Trisha Prashad/MAYOR/SFGOV, Jimmer Cassiol/MAYOR/SFGOV, Robert Ortega/MAYOR/SFGOV, Bernadine Lim/MAYOR/SFGOV, Charlotte Grimes/MAYOR/SFGOV, Lisa Shell/MAYOR/SFGOV, Katherine Anderson/DPH/SFGOV, Scott Oswald/MAYOR/SFGOV, Larisa Neymark/MAYOR/SFGOV, Myisha Hervey/MAYOR/SFGOV, Brenda Abrams/MAYOR/SFGOV, Rebecca Prowda/MAYOR/SFGOV, Dee Schexnayder/MAYOR/SFGOV, Lane Kasselman/MAYOR/SFGOV, Carmen Chu/MAYOR/SFGOV, Jennifer Petrucione/MAYOR/SFGOV, Anthony Oum/MAYOR/SFGOV, Giselle Barry/MAYOR/SFGOV, William Bass/DHR/SFGOV, Dawn Kamalanathan/RPD/SFGOV, Amiee Albertson/MAYOR/SFGOV, Allison Magee/MAYOR/SFGOV, Sue Wong/MAYOR/SFGOV, Daniel Homsey/MAYOR/SFGOV, Joanne Winship/JUV/SFGOV, Rod Seymore/MAYOR/SFGOV, Wade Crowfoot/MAYOR/SFGOV, David Onek/MAYOR/SFGOV, Albert Lerma/OCDHH/MAYOR/SFGOV, Jon Pon/OCDHH/MAYOR/SFGOV, Hydra Mendoza/MAYOR/SFGOV, Amy Tharpe/OCDHH/MAYOR/SFGOV, Nani Coloretti/MAYOR/SFGOV, Joel Lipski/OCDHH/MAYOR/SFGOV, Maggie Davis/OCDHH/MAYOR/SFGOV, Mike Farrah/MAYOR/SFGOV, Douglas Shoemaker/OCDHH/MAYOR/SFGOV, Noelle Simmons/MAYOR/SFGOV, David Chai/MAYOR/SFGOV, Alex Tourk/MAYOR/SFGOV, Melange Matthews/OCDHH/MAYOR/SFGOV, Charles Perl/MAYOR/SFGOV, Tamar Dorfman/OCDHH/MAYOR/SFGOV, Matthew Franklin/OCDHH/MAYOR/SFGOV, Peter Ragone/MAYOR/SFGOV, Fred Blackwell/OCDHH/MAYOR/SFGOV, Steve Kawa/MAYOR/SFGOV, Philip Ginsburg/Director/DHR/SFGOV, Mark Chandler/MAYOR/SFGOV, Cynthia Alexis/DA/SFGOV, Virginia Sunday/SFO/CCSF, Trisha Prashad/MAYOR/SFGOV, Dwayne Jones/OCDHH/MAYOR/SFGOV, Julian Potter/MAYOR/SFGOV, William Strawn/DBI/SFGOV, boutwelle@sfusd.edu, pcardon@muse.sfusd.edu, dcollin@poet.sfusd.edu, jcruz@muse.sfusd.edu, escalantem@sfusd.edu, greenw@sfusd.edu, hansenm@sfusd.edu, rkhanna@muse.sfusd.edu, leighm@sfusd.edu, vli@poet.sfusd.edu, lmarini@poet.sfusd.edu, eochi@muse.sfusd.edu, psmith@muse.sfusd.edu, pterrel@poet.sfusd.edu, pwalsh@sfusd.com, jhsio@ccsf.edu, tmoreno@ccsf.edu, shale@ccsf.edu

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 6, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 6, 2006
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of October 16, 2006

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS – 2:00 P.M.

(5) Proposed amendments to Civil Service Commission Rule 112 to add Article VI – Holdover Rosters and Return to Duty for Classes in the Management (M) and Executive Management (EM) Bargaining Units, specifically to eliminate interdepartmental bumping for Classes in the M and EM Bargaining Units including "Management Unrepresented" Classes covered in the Unrepresented Ordinance. (File No. 0688-06-5) – Discussion and Possible Action

July 3, 2006	Post for meet and confer (Vote of 3 to 0)
August 21, 2006	Amend posting; Notify all employees in the Management (M) and Executive Management (EM) in the Unrepresented Classes; Continue Meet and Confer. (Vote of 4 to 0)
October 16, 2006:	The Commission took no action.

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session to confer with the designated labor negotiator, California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10 (e) **(Action Item)**

1) CONFERENCE WITH LABOR NEGOTIATOR - **(Discussion and Possible Action Item)**
California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10(e)
Philip Ginsburg, Human Resources Director/Labor Negotiator, CSC
Employee Organization: MEA representing Management employees
Unrepresented Employees: Email listing attached

Anticipated issue under negotiation:
Rule 112 to add Article VI

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 and San Francisco Administrative Code Section 67.12(b).

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0724-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-06/06	Human Rights Commission	$850,000	Will provide technical and specialized services that help increase Disadvantaged Business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.	Regular	06/30/10
4056-06/07	Public Library	$212,000	Will provide on-line live tutoring services to student patrons of the Public Library 7 days a week from 2:00 p.m. PST, at the library or at the students' homes. Tutoring services include Spanish-language assistance on math and science subjects.	Regular	01/31/10
4057-06/07	Municipal Transportation Agency	$290,000	Will provide On-Site Back Strengthening and a Comprehensive Health Awareness and Wellness Program for the Municipal Transportation Agency and the Department of Parking and Traffic employees who have sustained work related injuries.	Regular	06/30/09
4058-06/07	City Planning	$500,000	Will conduct historic resource surveys within the boundaries of the Eastern Neighborhoods Program and Western SoMa Citizen's Planning Taskforce Plan Areas.	Regular	03/30/08
4059-06/07	City Planning	$480,000	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center Project.	Regular	12/31/07
4060-06/07	Fire	$180,000	Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.	Regular	06/30/09
4061-06/07	Fire	$492,876.80	Will provide medical direction and clinical quality control for paramedics in the San Francisco Fire Department. Will authorize and obtain pharmaceuticals and other prescription-based supplies.	Regular	10/30/08
4062-06/07	Environment	$117,000	Will develop long term strategy for Clean Air Program support, including fundraising and implementing funding options.	Regular	02/28/10
4063-06/07	Environment	$191,000	Will provide professional technical assistance for program development and implementation of the Toxics Reduction Program to achieve toxic reduction in water, air, and soil.	Regular	10/15/08
4064-06/07	Public Utilities Commission	$1,650,000	Will provide remaining architectural design development services for 525 Golden Gate Avenue including comprehensive space planning for the SFPUC, complete the remaining 50% of the design development drawings and the permitting for the project.	Regular	10/31/07

4065-06/07	Public Utilities Commission	$2,200,000	Will supply, install, and operate and maintain for 5 years a Molten Carbonate Fuel Cell Plant at South-east Wastewater Treatment Plant.	Regular	01/31/13
4066-06/07	Public Utilities Commission	Increase Amount $50,000 New Amount $65,000	Will monitor federally-endangered San Francisco garter snake and federally threatened California red-legged frog at three locations on the Peninsula Watershed.	Regular	07/31/07
4067-06/07	Public Utilities Commission	Increase Amount $50,500 New Amount $100,000	Will provide litigation support services that has the technical expertise and project history regarding a SFPUC project involved in a lawsuit. Will assist the City Attorney's Office in the pending lawsuit.	Regular	09/25/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request by Anthony Moody to lift ban on future employment with the Municipal Transportation Agency. (File No. 0725-06-7) – Action Item

Recommendation: Remove the restriction banning future employment with the Municipal Transportation Agency for Anthony Moody.

(8) 2006 Municipal Transportation Agency's Equal Employment Opportunity Workforce Utilization Analysis. (File No. 0677-06-1) – Action Item

October 16, 2006: Postpone to the meeting of November 6, 2006 at the request of the Municipal Transportation Agency.

Recommendation of the Director of Transportation: Accept the report.

(9) Department of Human Resources' Class Consolidation Report. (File No. 0678-06-1) - Action Item

October 16, 2006: Postpone to the meeting of November 6, 2006 at the request of the Department of Human Resources.

Recommendation: Accept report.

(10) Proposed Civil Service Commission Meeting Schedule for Calendar Year 2007. (File No. 0680-06-1) - Action Item

October 16, 2006: Gave direction to staff to make every effort to schedule the Rescheduled Regular Meetings in the afternoon.

Recommendation: Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Appeal by Nancy Brosch-Porfirio of the background rejection for Q – 2 Police Officer with the San Francisco Police Department. (File No. 0505-05-4) – Action Item

Recommendation of the San Francisco Police Department and the Department of Human Resources: Sustain the recommendation of the San Francisco Police Department and the Department of Human Resources' decision to reject Nancy Brosch-Porfirio for the position of Q – 2 Police Officer.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) Determination of future employability: permanent civil service appointment of Tjoan Lim, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0319-06-7) - Action Item

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the City and County of San Francisco in any position that requires a Class B or BP drivers license or driving any vehicle in the course of City employment; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(13) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(16) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 6, 2006

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Thomas T. Ng	Excused
Vice President Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Vice President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 16, 2006

Action: Approve. (Vote of 3 to 0)

SPECIAL ORDER OF BUSINESS – 2:00 P.M.

0688-06-5 **Proposed amendments to Civil Service Commission Rule 112 to add Article VI – Holdover Rosters and Return to Duty for Classes in the Management (M) and Executive Management (EM) Bargaining Units, specifically to eliminate inter-departmental bumping for Classes in the M and EM Bargaining Units including "Management Unrepresented" Classes covered in the Unrepresented Ordinance. (Item No. 5)**

July 3, 2006	Post for meet and confer (Vote of 3 to 0)
August 21, 2006	Amend posting; Notify all employees in the Management (M) and Executive Management (EM) in the Unrepresented Classes; Continue Meet and Confer. (Vote of 4 to 0)
October 16, 2006:	The Commission took no action.

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session to confer with the designated labor negotiator, California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10 (e) **(Action Item)**

1) CONFERENCE WITH LABOR NEGOTIATOR - **(Discussion and Possible Action Item)**
California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10(e)
Philip Ginsburg, Human Resources Director/Labor Negotiator, CSC
Employee Organization: MEA representing Management employees
Unrepresented Employees: Email listing attached

Anticipated issue under negotiation:
Rule 112 to add Article VI

C) **The Commission agreed not to hold a closed session.**

Speakers: Philip Ginsburg, Human Resources Director
Micki Callahan, Department of Human Resources

Action: Adopt. (Vote of 3 to 0)

0724-06-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-06/07	Human Rights Commission	$850,000	Will provide technical and specialized services that help increase Disadvantaged Business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.	Regular	06/30/10
4056-06/07	Public Library	$212,000	Will provide on-line live tutoring services to student patrons of the Public Library 7 days a week from 2:00 p.m. PST, at the library or at the students' homes. Tutoring services include Spanish-language assistance on math and science subjects.	Regular	01/31/10
4057-06/07	Municipal Transportation Agency	$290,000	Will provide On-Site Back Strengthening and a Comprehensive Health Awareness and Wellness Program for the Municipal Transportation Agency and the Department of Parking and Traffic employees who have sustained work related injuries.	Regular	06/30/09
4058-06/07	City Planning	$500,000	Will conduct historic resource surveys within the boundaries of the Eastern Neighborhoods Program and Western SoMa Citizen's Planning Taskforce Plan Areas.	Regular	03/30/08
4059-06/07	City Planning	$480,000	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center Project.	Regular	12/31/07
4060-06/07 *Over to 12/18/06*	Fire	$180,000	Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.	Regular	06/30/09
4061-06/07	Fire	$492,876.80	Will provide medical direction and clinical quality control for paramedics in the San Francisco Fire Department. Will authorize and obtain pharmaceuticals and other prescription-based supplies.	Regular	10/30/08
4062-06/07	Environment	$117,000	Will develop long term strategy for Clean Air Program support, including fundraising and implementing funding options.	Regular	02/28/10
4063-06/07	Environment	$191,000	Will provide professional technical assistance for program development and implementation of the Toxics Reduction Program to achieve toxic reduction in water, air, and soil.	Regular	10/15/08
4064-06/07	Public Utilities Commission	$1,650,000	Will provide remaining architectural design development services for 525 Golden Gate Avenue including comprehensive space planning for the SFPUC, complete the remaining 50% of the design development drawings and the permitting for the project.	Regular	10/31/07
4065-06/07	Public Utilities Commission	$2,200,000	Will supply, install, and operate and maintain for 5 years a Molten Carbonate Fuel Cell Plant at Southeast Wastewater Treatment Plant.	Regular	01/31/13
4066-06/07	Public Utilities Commission	Increase Amount $50,000 New Amount $65,000	Will monitor federally-endangered San Francisco garter snake and federally threatened California red-legged frog at three locations on the Peninsula Watershed.	Regular	07/31/07
4067-06/07	Public Utilities Commission	Increase Amount $50,500 New Amount $100,000	Will provide litigation support services that has the technical expertise and project history regarding a SFPUC project involved in a lawsuit. Will assist the City Attorney's Office in the pending lawsuit.	Regular	09/25/07

Speakers: Zula Jones, Human Rights Commission spoke on PSC 4055-06/07.
Donna Marion and Toni Bernardi, San Francisco Public Library spoke on PSC 4056-06/07.
Jeff Gary, Municipal Transportation Agency spoke on PSC 4057-06/07.
Elaine Forbes and Mark Luellen, City Planning spoke on PSC 4058-06/07.
Andy Zanoff, San Francisco Fire Department spoke on PSC 4061-06/07.
Mark Westlund, Department of the Environment spoke on PSC 4062-06/07 and PSC 4063-06/07.
Pauson Yun, Public Utilities Commission spoke on PSC 4065-06/07.

Action:
(1) Postpone PSC 4060-06/07 to the meeting of December 18, 2006 at the request of the San Francisco Fire Department. (Vote of 3 to 0)
(2) Adopt the Human Resources Director's report on PSC 4055-06/07 and PSC 4058-06/07 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
(3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote 3 to 0)

0725-06-7 **Request by Anthony Moody to lift ban on future employment with the Municipal Transportation Agency. (Item No. 7)**

Speakers: Parveen Boparai, Municipal Transportation Agency
Anthony Moody, Appellant

Action: Remove the restriction banning future employment with the Municipal Transportation Agency for Anthony Moody. (Vote of 3 to 0)

0677-06-1 **2006 Municipal Transportation Agency's Equal Employment Opportunity Workforce Utilization Analysis. (Item No. 8)**

October 16, 2006: Postpone to the meeting of November 6, 2006 at the request of the Municipal Transportation Agency.

Speakers: None.

Action: Accept the report. (Vote of 3 to 0)

0678-06-1 **Department of Human Resources' Class Consolidation Report. (Item No. 9)**

October 16, 2006: Postpone to the meeting of November 6, 2006 at the request of the Department of Human Resources.

Speakers: Kerry Ko, Department of Human Resources

Action: Accept report. (Vote of 3 to 0)

0680-06-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2007. (Item No. 10)**

October 16, 2006: Gave direction to staff to make every effort to schedule the Rescheduled Regular Meetings in the afternoon.

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0505-05-4 **Appeal by Nancy Brosch-Porfirio of the background rejection for Q – 2 Police Officer with the San Francisco Police Department. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of November 20, 2006 at the request of the San Francisco Police Department. (Vote 3 to 0)

0319-06-7 **Determination of future employability: permanent civil service appointment of Tjoan Lim, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 12)**

Speakers: Michael Casey, Municipal Transportation Agency
Larry Garnes, Municipal Transportation Agency
Rafael Cabrera, TWU Local 250-A
Tjoan Lim, Appellant
Irwin Lum, TWU Local 250-A

Action: For three (3) years, no employment with the City and County of San Francisco in any position involving the operation of a motor vehicle. If following the expiration of three (3) years appellant can demonstrate at least two (2) years of employment outside City and County Service, involving the safe operation of a motor vehicle requiring a B or BP license without accident, he may apply to the Civil Service Commission for removal of restrictions. (Vote of 3 to 0)

General Update of the Department of Human Resources Activities and Issues. (Item No. 13)

No updates.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:25 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/06

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 20, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 20, 2006
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Thomas T. Ng
Vice President Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 6, 2006

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0749-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4068-06/07	Recreation & Park	$160,000	Will plan, write, record and produce two full audio tours for the Coit Tower and the Japanese Tea Garden. Will also provide the audio tour equipment (players) as well as provide implementation and warranty on product.	Regular	02/28/08
4069-06/07	Environment	$430,500	Will purchase and install 41 Cleaire Longview diesel emission control retrofit devices on solid waste collection vehicles in the Golden Gate Scavenger and Sunset Scavenger fleets.	Regular	06/30/07
4070-06/07	Administrative Services – Mayor's Office of Public Finance	$125,000	Will provide financial advisory services pertaining to municipal debt, in particular Lease Revenue Bonds, Series 2006 (the "Open Space Fund"). Will include financial & legal analyses to size, price, and market bonds effectively to lower borrowing costs.	Regular	09/01/07
4071-06/07	Administrative Services – Mayor's Office of Public Finance	Increase Amount $20,000 New Amount $67,000	Will provide advisory services pertaining to municipal debt, in particular Refunding of various outstanding General Obligation Bonds 2006-R1. Will include financial and legal analyses to size, price, and market bond effectively to lower borrowing costs.	Regular	06/18/07
4001-05/06	Airport Commission	Increase Amount $300,000 New Amount $412,500	Will provide on-going, coordinated communications with the Bay Area Congressional delegation in Washington, D.C., on matters relating to the Airport.	Regular	06/30/10
4007-05/06	Airport Commission	Increase Amount $300,000 New Amount $412,500	Will provide on-going representation of the Airport before the California State Legislature and Executive Administration on matters affecting operations at the Airport.	Regular	06/30/10
4010-05/06	Airport Commission	Increase Amount $700,000 New Amount $825,000	Will provide on-going representation of the Airport in Washington, D.C., for federal issues involving aviation legislation, security mandates and funding opportunities.	Regular	06/30/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Annual Review of Exempt and Non-Exempt Classifications at the Municipal Transportation Agency. (File No. 0750-06-1) – Action Item

Recommendation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Nancy Brosch-Porfirio of the background rejection for Q – 2 Police Officer with the San Francisco Police Department. (File No. 0505-05-4) – Action Item

November 6, 2006: Postpone to the meeting of November 20, 2006 at the request of the San Francisco Police Department.

Recommendation of the San Francisco Police Department and the Department of Human Resources: Sustain the recommendation of the San Francisco Police Department and the Department of Human Resources' decision to reject Nancy Brosch-Porfirio for the position of Q – 2 Police Officer.

(8) Appeal by Doris Urbina of the Human Resources Director's decision to administratively close her discrimination complaint. (File No. 0040-06-6) – Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Doris Urbina.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Determination of future employability: permanent civil service appointment of Stephen Yau, Assistant Electronic Maintenance Technician (Job Code 7430) Municipal Transportation Agency. (File No. 0580-06-7) - Action Item**

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(11) **For Immediate Response: Proposed Amendment to Charter Section A8.343 to increase the number of days that the Chief of Police may suspend Police Officers from 10 to 45, and making other non-substantive amendments (BOS File No. 061466). (Item No. 0751-06-1) - Discussion and Possible Action**

Recommendation: Open for discussion.

(12) **Proposed Ordinance adding Section 21.25-5 to the Administrative Code, requiring payment of wages at prevailing rates to workers engaged in the hauling of solid waste. (BOS File No. 061468). (Item No. 0752-06-1) – Action Item**

Recommendation: Accept report.

(13) Amendment to Charter Section A-8.409-1 to provide that the Civil Service Commission set the salary of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff (Proposition C). (Item No. 0753-06-1) - Action Item

Recommendation: Accept report.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

0/06

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 20, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:10 p.m.

ROLL CALL

President Thomas T. Ng	Not Present
Vice President Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Vice President, Alicia D. Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 6, 2006

Action: Approve as amended. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced the Mayor's appointment of Yu-Yee Wu to the Civil Service Commission.

0749-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4068-06/07	Recreation & Park	$160,000	Will plan, write, record and produce two full audio tours for the Coit Tower and the Japanese Tea Garden. Will also provide the audio tour equipment (players) as well as provide implementation and warranty on product.	Regular	02/28/08
4069-06/07 *Over to 12/4/06*	Environment	$430,500	Will purchase and install 41 Cleaire Longview diesel emission control retrofit devices on solid waste collection vehicles in the Golden Gate Scavenger and Sunset Scavenger fleets.	Regular	06/30/07
4070-06/07	Administrative Services – Mayor's Office of Public Finance	$125,000	Will provide financial advisory services pertaining to municipal debt, in particular Lease Revenue Bonds, Series 2006 (the "Open Space Fund"). Will include financial & legal analyses to size, price, and market bonds effectively to lower borrowing costs.	Regular	09/01/07
4071-06/07	Administrative Services – Mayor's Office of Public Finance	Increase Amount $20,000 New Amount $67,000	Will provide advisory services pertaining to municipal debt, in particular Refunding of various outstanding General Obligation Bonds 2006-R1. Will include financial and legal analyses to size, price, and market bond effectively to lower borrowing costs.	Regular	06/18/07
4001-05/06	Airport Commission	Increase Amount $300,000 New Amount $412,500	Will provide on-going, coordinated communications with the Bay Area Congressional delegation in Washington, D.C., on matters relating to the Airport.	Regular	06/30/10
4007-05/06	Airport Commission	Increase Amount $300,000 New Amount $412,500	Will provide on-going representation of the Airport before the California State Legislature and Executive Administration on matters affecting operations at the Airport.	Regular	06/30/10
4010-05/06	Airport Commission	Increase Amount $700,000 New Amount $825,000	Will provide on-going representation of the Airport in Washington, D.C., for federal issues involving aviation legislation, security mandates and funding opportunities.	Regular	06/30/10

Speakers: Vadana Bali, Department of the Environment spoke on PSC #4069-06/07.
Anthony Ababon and Angela Whittaker, Mayor's Office of Public Finance spoke on PSC #4070-06/07 and 4071-06/07.
Galen Leung, San Francisco International Airport spoke on PSC #4001-05/06, 4007-05/06 and 4010-05/06.

Action: Postpone PSC #4069-06/07 to the meeting of December 4, 2006; Airport Commission directed to submit amended PSC Summary for PSC #4001-05/06, 4007-05/6 and 4010-05/06; Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0750-06-1 **Annual Review of Exempt and Non-Exempt Classifications at the Municipal Transportation Agency. (Item No. 6)**

Speakers: None.

Action: Adopt report. (Vote of 3 to 0)

0505-05-4 **Appeal by Nancy Brosch-Porfirio of the background rejection for Q – 2 Police Officer with the San Francisco Police Department. (Item No. 7)**

November 6, 2006: Postpone to the meeting of November 20, 2006 at the request of the San Francisco Police Department.

Speakers: Capt. Mario Gonzalez, San Francisco Police Department
Insp. Donald O'Connor, San Francisco Police Department
Sgt. Dennis Callaghan, San Francisco Police Department
Nancy Brosch-Porfirio, Appellant

Action: Postpone to the meeting of December 4, 2006. The San Francisco Police Department to submit additional information as directed by the Civil Service Commission. (Vote of 3 to 0)

0040-06-6 **Appeal by Doris Urbina of the Human Resources Director's decision to administratively close her discrimination complaint. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of December 20, 2006 at the request of Doris Urbina and the Human Services Agency. (Vote of 3 to 0)

0580-06-7 **Determination of future employability: permanent civil service appointment of Stephen Yau, Assistant Electronic Maintenance Technician (Job Code 7430) Municipal Transportation Agency. (Item No. 9)**

Speakers: None.

Action: Postpone to the meeting of December 4, 2006 at the request of Stephen Yau. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues.

The Human Resources Director reported that the Department of Human Resources has received a protest related to the H – 30 Captain examination administered over the weekend. The Department of Human Resources (DHR) is working with the Fire Department to remedy the situation and will be responding to the appeal.

Beginning Monday, November 27, 2006, JobAps will be available. In an effort to automate the civil service hiring process, DHR has selected a vendor that is one of the best in the country. By January, DHR plans to launch the automated on-line application and hiring system. By the end of the year, all hiring managers will be able to manage the hiring process by desktop.

He also announced that Alice Villagomez has been selected as the first civilian Human Resources Director at the San Francisco Police Department effective the first week of December.

EXECUTIVE OFFICER'S REPORT

0751-06-1 **For Immediate Response: Proposed Amendment to Charter Section A8.343 to increase the number of days that the Chief of Police may suspend Police Officers from 10 to 45, and making other non-substantive amendments (BOS File No. 061466). (Item No. 11)**

Speakers: Kate Favetti, Executive Officer

Action: Executive Officer to respond to the Board of Supervisors with a show of support from the Civil Service Commission. (Vote of 3 to 0)

0752-06-1 **Proposed Ordinance adding Section 21.25-5 to the Administrative Code, requiring payment of wages at prevailing rates to workers engaged in the hauling of solid waste. (BOS File No. 061468). (Item No. 12)**

Speakers: Kate Favetti, Executive Officer

Action: Accept report. (Vote of 3 to 0)

0753-06-1 **Amendment to Charter Section A-8.409-1 to provide that the Civil Service Commission set the salary of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff (Proposition C). (Item No. 13)**

Recommendation: Accept report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:03 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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GAVIN NEWSOM
MAYOR

4/06

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
December 4, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 4, 2006
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of November 20, 2006

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0749-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-06/07	Environment	$430,500	Will purchase and install 41 Cleaire Longview diesel emission control retrofit devices on solid waste collection vehicles in the Golden Gate Scavenger and Sunset Scavenger fleets.	Regular	06/30/07

November 20, 2006: Postpone to the meeting of December 4, 2006.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0783-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4072-06/07	Public Utilities Commission	$875,000	Will provide legislative representation and advocacy before the California State Legislative and State Administration in areas of water, wastewater, energy and natural resources.	Regular	03/01/12
4073-06/07	Public Utilities Commission	$1,3375,000	Will provide legislative representation and advocacy before the Congress and federal regulatory agencies in areas of water, wastewater, energy and natural resources.	Regular	05/01/12
4074-06/07	Public Utilities Commission	$220,000	Will provide businesses and residents an alternative disposal option for fats, oils and grease (FOG) and to make beneficial reuse of this wastestream by diverting FOG to the SFPUC FOG Biofuel Program.	Regular	12/31/09
4075-06/07	Public Utilities Commission	$600,000	Will develop a social marketing campaign designed to engage the public to participate in a waste cooking oil recycling program in San Francisco.	Regular	02/01/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Nancy Brosch-Porfirio of the background rejection for Q – 2 Police Officer with the San Francisco Police Department. (File No. 0505-05-4) – Action Item

November 6, 2006: Postpone to the meeting of November 20, 2006 at the request of the San Francisco Police Department.

November 20, 2006: Postpone to the meeting of December 4, 2006. The San Francisco Police Department to submit additional information as directed by the Civil Service Commission.

Recommendation of the San Francisco Police Department and the Department of Human Resources: Sustain the recommendation of the San Francisco Police Department and the Department of Human Resources' decision to reject Nancy Brosch-Porfirio for the position of Q – 2 Police Officer.

(8) Appeal by Vakil Kuner of the decision of the Human Resources Director to deny his request for reclassification of his 1071 IS Manager position to Class 0942 Manager VII. (File No. 0473-05-2) – Action Item

September 5, 2006: Deny the appeal by Vakil Kuner for re-classification of his 1071 IS Manager position to Class 0942 Manager VII and approve the Classification action of 0941 Manager VI (MCCP File #45-034). (Vote of 2 to 1; Commissioner Casper dissents)

Postpone to the meeting of December 4, 2006 unless an earlier Special Meeting can be convened with all Commissioners and key personnel present.

Note: Commissioner Casper dissented based on the salient difference between the Class specifications for the 0941 Manager VI and 0942 Manager VII. A Manager VII makes decisions which directly impact an entire department and inappropriate decisions may result in the irreversible impact on the health and welfare of the public. The appellant has demonstrated by a preponderance of the evidence how his decisions can impact the health and welfare of a large segment of the public.

Recommendation of the Human Resources Director: Deny the appeal by Vakil Kuner for re-classification of his 1071 IS Manager position to Class 0942 Manager VII and approve the Classification action of 0941 Manager VI (MCCP File #45-034).

(9) **Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (File No. 0288-06-6) – Action Item**

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

Recommendation of the Human Resources Director and Director of Transportation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob.

(10) **Appeal by Mary White of the Position-Based Testing job announcement for 3434 Arborist Technician. (File No. 0765-06-4) – Action Item**

Recommendation: Open for discussion.

(11) **Proposed Amendments to existing Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically Rules 113 and 413 – Certification of Eligibles to reorganize the existing Rules and restate existing practices. (File No. 0784-06-5) - Action Item**

Recommendation: Post for adoption.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) **Determination of future employability: permanent civil service appointment of Stephen Yau, Assistant Electronic Maintenance Technician (Job Code 7430) Municipal Transportation Agency. (File No. 0580-06-7) - Action Item**

November 20, 2006: Postpone to the meeting of December 4, 2006 at the request of Stephen Yau.

(ITEM 12) - CONTINUED

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(13) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(14) **Clarification of the Terms "Amount" and "Duration" on the Posted Ratification Agenda on Personal Services Contracts. (File No. 0785-06-8) – Action Item**

Recommendation: Accept report.

(15) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(16) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(17) ADJOURNMENT

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VAN NES

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

GAVIN NEWSOM
MAYOR

4/06

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 4, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:00 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 20, 2006

Note: President Thomas Ng recused. (Vote of 3 to 0)

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the first meeting of January will be held on Tuesday, January 2, 2007 at 10:00 a.m. in Room 408, City Hall. Also, the second meeting of January will be held on January 16, 2007 at 1:00 p.m. in Room 408, City Hall.

0749-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-06/07	Environment	$430,500	Will purchase and install 41 Cleaire Longview diesel emission control retrofit devices on solid waste collection vehicles in the Golden Gate Scavenger and Sunset Scavenger fleets.	Regular	06/30/07

November 20, 2006: Postpone to the meeting of December 4, 2006.

Speakers: Mark Westlund, Department of the Environment

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0783-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4072-06/07	Public Utilities Commission	***$1,000,000***	Will provide legislative representation and advocacy before the California State Legislative and State Administration in areas of water, wastewater, energy and natural resources.	Regular	03/01/12
4073-06/07	Public Utilities Commission	***$1,250,000***	Will provide legislative representation and advocacy before the Congress and federal regulatory agencies in areas of water, wastewater, energy and natural resources.	Regular	05/01/12
4074-06/07	Public Utilities Commission	$220,000	Will provide businesses and residents an alternative disposal option for fats, oils and grease (FOG) and to make beneficial reuse of this wastestream by diverting FOG to the SFPUC FOG Biofuel Program.	Regular	12/31/09
4075-06/07	Public Utilities Commission	$600,000	Will develop a social marketing campaign designed to engage the public to participate in a waste cooking oil recycling program in San Francisco.	Regular	02/01/10

Speakers: Pauson Yun and Suzanne Arena, Public Utilities Commission spoke on PSC #4072-06/06 and 4073-06/07.
Kofo Domingo and Lewis Harrison, Public Utilities Commission spoke on PSC #4075-06/07.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0505-05-4 Appeal by Nancy Brosch-Porfirio of the background rejection for Q – 2 Police Officer with the San Francisco Police Department. (Item No. 7)

November 6, 2006: Postpone to the meeting of November 20, 2006 at the request of the San Francisco Police Department.

November 20, 2006: Postpone to the meeting of December 4, 2006. The San Francisco Police Department to submit additional information as directed by the Civil Service Commission.

Note: President Thomas Ng stated that the beginning portion of the audio tape for the meeting of November 20, 2006 was not clear. He requested the San Francisco Police Department representatives and the appellant to summarize the case from the previous meeting due to the fact that he was not present at the meeting. The appellant consented to the summarization.

Speakers: Paul Zarefsky, Deputy City Attorney
Capt. Mario Gonzalez, San Francisco Police Department
Nancy Brosch-Porfirio, Appellant
Sgt. Michael Zurcher, San Francisco Police Department
Lt. Denise Schmitt, San Francisco Police Department

Action: Grant the appeal by Nancy Brosch-Porfirio. (Vote of 3 to 1; Commissioner Donald Casper dissents.)

0473-05-2 Appeal by Vakil Kuner of the decision of the Human Resources Director to deny his request for reclassification of his 1071 IS Manager position to Class 0942 Manager VII. (Item No. 8)

September 5, 2006:

(1) Deny the appeal by Vakil Kuner for re-classification of his 1071 IS Manager position to Class 0942 Manager VII and approve the Classification action of 0941 Manager VI (MCCP File #45-034). (Vote of 2 to 1; Commissioner Casper dissents)
(2) Postpone to the meeting of December 4, 2006 unless an earlier Special Meeting can be convened with all Commissioners and key personnel present.
(3) Commissioner Casper dissented based on the salient difference between the Class specifications for the 0941 Manager VI and 0942 Manager VII. A Manager VII makes decisions which directly impact an entire department and inappropriate decisions may result in the irreversible impact on the health and welfare of the public. The appellant has demonstrated by a preponderance of the evidence how his decisions can impact the health and welfare of a large segment of the public.

0473-05-2 (continued)

Speakers: None.

Action: Accept Vakil Kuner's request to withdraw appeal. (Vote of 4 to 0)

0288-06-6 **Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (Item No. 9)**

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

Speakers: None.

Action: Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0765-06-4 **Appeal by Mary White of the Position-Based Testing job announcement for 3434 Arborist Technician. (Item No. 10)**

Speakers: Denise Cannonier-Craig, Department of Human Resources
Mary White, Appellant
Vince Courtney, Laborers Local 261 Representative
Damon Speigelman
Richard Enger

Action: Accept request by Mary White to withdraw her appeal. (Vote of 4 to 0)

0784-06-5 **Proposed Amendments to existing Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically Rules 113 and 413 – Certification of Eligibles to reorganize the existing Rules and restate existing practices. (Item No. 11)**

Speakers: David Pilpel ***stated that he noticed a couple of typographical errors in Section 413.12.1.***

Action: Post for adoption as amended. (Vote of 4 to 0)

0580-06-7 **Determination of future employability: permanent civil service appointment of Stephen Yau, Assistant Electronic Maintenance Technician (Job Code 7430) Municipal Transportation Agency. (Item No. 12)**

November 20, 2006: Postpone to the meeting of December 4, 2006 at the request of Stephen Yau.

0580-06-7 (continued)

Speakers: None.

Action: Postpone to the meeting of January 16, 2007 at the request of Stephen Yau. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 13)

No updates.

EXECUTIVE OFFICER'S REPORT

0785-06-8 **Clarification of the Terms "Amount" and "Duration" on the Posted Ratification Agenda on Personal Services Contracts. (Item No. 14)**

Speakers: Kate Favetti, Executive Officer
James Howells, Public Utilities Commission
David Pilpel ***stated that: 1) It seems that in regards to "duration" the issue is not so much a specific date as the term, whether it is really is a three year or five year contract. That is more of an issue than a specific date; and 2) Suggested that the "Type of Service" be published on the agenda as an active statement.***

Action: Accept report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

5:23 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

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Regular Meeting
of
December 18, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

5 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 18, 2006
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of December 4, 2006

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0813-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-06/07	Arts Commission	$140,000	Will fabricate and deliver two large art insulated glass units for curtain walls for installation by the city on the exterior of the Muni Metro East Light Rail Vehicle Maintenance and Operation Facility.	Regular	12/31/07
4077-06/07	Children & Families Commission	$52,500	Will provide and coordinate interactive science arts programming to Preschool for ALL (PFA) sites. Will conduct site visits to PFA preschool sites and provide science activities in 100 classrooms, with up to 1,100 children in attendance.	Regular	11/30/07
4078-06/07	Airport Commission	$1,000,000	Will provide as-needed environmental consulting services for verification of compliance with environmental laws and regulations, assistance with emergency spill investigations and cleanups, and peer-review of ongoing work.	Regular	01/31/11
4079-06/07	Administrative Services – Office of Contract Administration	$11,000,000	Will provide information technology consulting, including project management; software development and programming; system design and integration and training.	Regular	12/31/08
4080-06/07	Public Works	Increase Amount $51,000 New Amount $100,000	Will evaluate and analyze practices and procedures of the City's mechanical street sweeping operations; collect and review existing data on current City practices and operational procedures; analyze collected data; and provide a final report to the City.	Regular	10/01/08
4121-05/06	Telecommunications & Information Services	Increase Amount $650,000 New Amount $925,000	Will install backup radio receiver-transmitter for 800 MHZ and DPW radio systems and provide contract administration, contract design review, training, audit and acceptance testing.	Regular	10/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0724-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-06/07	Fire	$180,000	Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.	Regular	06/30/09

November 6, 2006: Postpone to the meeting of December 18, 2006 at the request of the San Francisco Fire Department.

Recommendation of the Human Resources Director: Postpone to the meeting of January 16, 2007 at the request of the San Francisco Fire Department.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (File No. 0288-06-6) – Action Item

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

December 4, 2006: Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.

Recommendation of the Human Resources Director and Director of Transportation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob.

(8) Appeal by Doris Urbina of the Human Resources Director's decision to administratively close her discrimination complaint. (File No. 0040-06-6) – Action Item

November 20, 2006: Postpone to the meeting of December 18, 2006 at the request of Doris Urbina and the Human Services Agency.

Recommendation of the Human Services Agency: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Doris Urbina.

(9) Appeal by Hai Le of the decision of the Director of Transportation to deny request for battery pay. (File No. 0680-05-3) – Action Item

Recommendation of the Director of Transportation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Hai Le.

(10) Appeal by Kareem Jackson of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (File No. 0640-06-4) – Action Item

Recommendation of the Director of Transportation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Kareem Jackson.

(11) Appeal by Harry Howard of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (File No. 0638-06-4) – Action Item

Recommendation of the Director of Transportation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Harry Howard.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(12) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) Semi-Annual Status Grant Report for Permanent Civil Service (PCS) Municipal Executives' Association (MEA) employees allocated into MCCP job codes. (File No. 0814-06-1) – Action Item

Recommendation of the Human Resources Director: Adopt the status report.

(14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(16) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 18, 2006

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:08 p.m.

ROLL CALL

President Thomas T. Ng	Present (Left at 6:30 pm; missed Items 10,11,13 & 16)
Vice President, Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present (Arrived at 2:10 pm; missed Item #1)
Commissioner Morgan R. Gorrono	Present

President Thomas Ng presided on Items 1 – 9 and 12; Vice President, Alicia D. Becerril presided on Items 10, 11, 13 & 16.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 4, 2006

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the first meeting of January will be held on Tuesday, January 2, 2007 at 10:00 a.m. in Room 408, City Hall. Also, the second meeting of January will be held on Tuesday, January 16, 2007 at 1:00 p.m. in Room 408, City Hall.

0813-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-06/07	Arts Commission	$140,000	Will fabricate and deliver two large art insulated glass units for curtain walls for installation by the city on the exterior of the Muni Metro East Light Rail Vehicle Maintenance and Operation Facility.	Regular	12/31/07
4077-06/07	Children & Families Commission	$52,500	Will provide and coordinate interactive science arts programming to Preschool for ALL (PFA) sites. Will conduct site visits to PFA preschool sites and provide science activities in 100 classrooms, with up to 1,100 children in attendance.	Regular	11/30/07
4078-06/07	Airport Commission	$1,000,000	Will provide as-needed environmental consulting services for verification of compliance with environmental laws and regulations, assistance with emergency spill investigations and cleanups, and peer-review of ongoing work.	Regular	01/31/11
4079-06/07	Administrative Services – Office of Contract Administration	$11,000,000	Will provide information technology consulting, including project management; software development and programming; system design and integration and training.	Regular	12/31/08
4080-06/07	Public Works	Increase Amount $51,000 New Amount $100,000	Will evaluate and analyze practices and procedures of the City's mechanical street sweeping operations; collect and review existing data on current City practices and operational procedures; analyze collected data; and provide a final report to the City.	Regular	10/01/08
4121-05/06	Telecommunications & Information Services	Increase Amount $650,000 New Amount $925,000	Will install backup radio receiver-transmitter for 800 MHZ and DPW radio systems and provide contract administration, contract design review, training, audit and acceptance testing.	Regular	10/31/07

Speakers: Galen Leung, San Francisco International Airport spoke on PSC #4078-06/07.
Bill Jones, Office of Contract Administration spoke on PSC #4079-06/07.
Joseph John, Department of Telecommunications and Information Services spoke on PSC #4121-05/06.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0724-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-06/07	Fire	$180,000	Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.	Regular	06/30/09

0724-06-8 (continued)

November 6, 2006: Postpone to the meeting of December 18, 2006 at the request of the San Francisco Fire Department.

Speakers: None.

Action: Postpone to the meeting of January 16, 2007 at the request of the San Francisco Fire Department. (Vote of 4 to 0)

0288-06-6 **Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (Item No. 7)**

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

December 4, 2006: Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.

Speakers: Kim Holman, Municipal Transportation Agency
Diana Buchbinder, Municipal Transportation Agency
Criss Romero, IFPTE Local 21
James Wachob, Appellant
Vernon Crawley, Municipal Transportation Agency-EEO Unit

Action: Postpone to the meeting of January 16, 2007. The Commission requested that the Municipal Transportation Agency submit information on all laid off employees regarding classification, pay scale, age, years in class, etc. (Vote of 4 to 0)

0040-06-6 **Appeal by Doris Urbina of the Human Resources Director's decision to administratively close her discrimination complaint. (Item No. 8)**

November 20, 2006: Postpone to the meeting of December 18, 2006 at the request of Doris Urbina and the Human Services Agency.

Speakers: Jennifer Johnston, Department of Human Resources
Phil Arnold, Human Services Agency
Criss Romero, IFPTE Local 21
Doris Urbina, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Doris Urbina. (Vote of 4 to 0)

0680-05-3 **Appeal by Hai Le of the decision of the Director of Transportation to deny request for battery pay. (Item No. 9)**

Speakers: Sharon Van Loon, Municipal Transportation Agency
Bradford Foo, Representative for Hai Le

Action: Grant the appeal by Hai Le. (Vote of 4 to 0)

0640-06-4 **Appeal by Kareem Jackson of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 10)**

Speakers: Suzanne Wong, Municipal Transportation Agency
Jim Arnold, Municipal Transportation Agency
Kareem Jackson, Appellant

Action: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Kareem Jackson. The Commission instructed the Municipal Transportation Agency to amend the letter to Mr. Jackson to correctly indicate that he disclosed all required information in his application. (Vote of 3 to 0)

0638-06-4 **Appeal by Harry Howard of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 8)**

Speakers: Suzanne Wong, Municipal Transportation Agency
Don Ross, Municipal Transportation Agency
Harry Howard, Appellant
Jim Arnold, Municipal Transportation Agency

Action: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Harry Howard. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 12)

Philip Ginsburg, Human Resources Director reviewed his accomplishments at the Department of Human Resources for the past two years and announced that he has been offered and accepted the position of Chief of Staff effective January 22, 2007. He also announced that Ted Yamasaki will be the Acting Human Resources Director. The Commission offered congratulatory words and commended Mr. Ginsburg for his service as Human Resources Director.

HUMAN RESOURCES DIRECTOR'S REPORT

0814-06-1 **Semi-Annual Status Grant Report for Permanent Civil Service (PCS) Municipal Executives' Association (MEA) employees allocated into MCCP job codes. (Item No. 13)**

Speakers: Robert Pritchard, Department of Human Resources

Action: Adopt the status report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Casper inquired about the Rules regarding battery pay. It is time to take a second look and revise for uniformity and interpretation. The Executive Officer responded that she will present a work plan at an upcoming meeting.

ADJOURNMENT

7:21 p.m.

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